

iii) <http://iwillfollow.com/email.htm>

4.6 ANSWERS

Check Your Progress 1 Write the answers in your own words.

Check Your Progress 2 Write the answers in your own words.

Check Your Progress 3

1. Requesting permission to conduct a cultural fest, letter apologizing for misconduct, letter inviting chief guest for an event, thank you letters, and so on.

2. Dear Sir,

I wish to inform you that I will be unable to attend school for a few days as I am not well. I have a fever and the doctor says that it is a flu and has advised rest.

Please accept my leave of absence.

Yours Sincerely,
Suresh
Class 8A

3. Dear mom.....
Can you
In the hostel.....
At night.....

4. i-c, ii-d, iii-b, iv-c.