

# Application Notes

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## **Application No 1: Write an application to the head of institute to be the chief guest on the “Sport’s Day”**

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**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request to be the Chief Guest on Sports Day.*

**Respected Sir,**

With great honour and anticipation, I humbly request you to grace our upcoming **Annual Sports Day** as the **Chief Guest**.

As the guiding light of our institution, your presence would mean more than a tradition — it would be a source of true motivation for all of us. Sports Day is a celebration of energy, discipline, and sportsmanship, and your involvement would lend the occasion the dignity and spirit it deserves.

Your kind words and encouragement during such events always leave a lasting impression on the hearts of students. We believe your participation will not only enhance the morale of the athletes but also inspire the audience to value both physical fitness and competitive spirit.

We are confident that your schedule will allow you to join us and make this day truly special. Kindly accept our humble invitation.

**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 2: Write an application to the principal for character certificate.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Issuance of Character Certificate.*

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**Respected Sir,**

With due respect, I would like to state that I have recently completed my studies in Class XI at your esteemed institution. As I now intend to seek admission for further studies, I am required to submit a **Character Certificate** issued by the college.

During my time at this institution, I have maintained a disciplined and respectful attitude, shown sincerity in academics, and participated actively in both curricular and co-curricular activities. I have always upheld the values and reputation of the college and tried to conduct myself with integrity.

It would be an honour to have my record officially acknowledged through a character certificate signed under your kind authority. I shall be grateful if you could kindly issue me the certificate at your earliest convenience.

Thank you for your time and support.

**Yours Obediently,**

**X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 3: Write an application to the principal for sick leave/leave.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Application for Sick Leave.*

**Respected Sir,**

With due respect, I wish to inform you that I am currently suffering from a sudden illness that has left me physically unfit to attend college. I have been experiencing symptoms such as weakness, body aches, and fever, and my doctor has advised complete rest for proper recovery.

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Due to this unexpected health condition, I kindly request you to grant me **sick leave for 3 days**, starting from August 16th. I assure you that I will cover any missed lectures and assignments promptly upon my return.

I have always tried to maintain regular attendance and discipline, and I am hopeful you will consider my situation sympathetically. A few days of rest will allow me to regain my strength and return to college with full dedication.

Thank you for your kind understanding and support.

**Yours Obediently,**

**X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 4: Write an application to the principal for fee concession.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Fee Concession.*

**Respected Sir,**

I respectfully submit that I am a student of Class XI in your esteemed institution. I belong to a financially humble background, and my family is currently facing economic challenges. My father's income is limited, and managing educational expenses along with household needs has become quite difficult.

Despite these hardships, I have always remained committed to my studies and discipline. I have maintained good academic performance and regular attendance, and I actively participate in class and co-curricular activities. I firmly believe that financial difficulty should never be a barrier to education, and I am hopeful that the institution I take pride in will stand by me in this time of need.

It is therefore requested that a suitable **fee concession** may kindly be granted to me so that I may continue my education with peace of mind. I shall remain sincerely grateful for your kind favour.

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**Yours Obediently,**  
**X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 5: Write an application to the principal for change of subject.**

**The Principal,**  
**Govt. College,**  
**(City) A.B.C.**

**Subject:** *Request for Change of Subject.*

**Respected Sir,**

I respectfully state that I am a student of Class XI in your prestigious institution. At the time of admission, I had selected Statistics as one of my elective subjects. However, after attending the initial classes and understanding the course content, I have realized that the subject does not align with my interest or future goals.

After careful thought and discussion with my parents and teachers, I believe that switching to Physics would be more suitable for me, both academically and professionally. I am confident that with my genuine interest in the new subject, I will be able to perform better and make the most of my time at college. I humbly request you to grant me permission for the subject change. I assure you that I will catch up on the missed work and maintain my academic record with sincerity and dedication.

**Yours Obediently,**  
**X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 6: Write an application to the principal for grant of scholarship.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Grant of Scholarship.*

**Respected Sir,**

I respectfully wish to state that I am a student of Class XI in your esteemed institution. I belong to a financially struggling family, and despite difficult circumstances, I have always remained focused on my studies. Continuing my education without external support has become increasingly difficult due to limited household income.

By the grace of Almighty and under the guidance of my teachers, I have maintained good academic performance and a disciplined record throughout my academic journey. I strongly believe that education is the key to changing my circumstances, and a **scholarship** would help ease the financial burden while allowing me to pursue my goals wholeheartedly.

I, therefore, humbly request you to kindly grant me a scholarship based on my academic merit and financial need. Your kind support will not only uplift a deserving student but also strengthen my determination to succeed.

**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 7: Write an application to the principal for the remission of absence fine/fine.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Remission of Absence Fine.*

**Respected Sir,**

I respectfully state that I have been fined for my absence from college on August 16 to August 19. I deeply regret the inconvenience caused. My absence was due to sudden illness, which was completely unavoidable and unintentional. I could not inform the administration in time due to the circumstances.

I have always tried to maintain discipline and regularity, and this instance was purely exceptional. I understand the rules and respect the policies of the college, but I humbly request you to kindly consider my case with sympathy and waive the fine. I assure you of improved punctuality and commitment in the future.

Your kind gesture will be a great relief to me and my family, and I shall remain sincerely grateful for your understanding.

**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 8: Write an application to the principal for refund of library/hostel security.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Refund of Library/Hostel Security.*

**Respected Sir,**

I respectfully state that I have recently completed my studies in Class XI at your esteemed college. At the time of admission, I had deposited the **library and hostel security fees**, as per the college regulations. Now that I have vacated the

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hostel and returned all issued library materials in good condition, I am eligible to claim the security refund.

I have enclosed all the necessary clearance documents and no-dues slips from the concerned departments. I have always adhered to college rules and maintained discipline throughout my stay. Therefore, I kindly request that the **security amount** deposited at the time of admission be refunded at your earliest convenience.

Your kind cooperation in this matter will be highly appreciated. I shall remain grateful for your support and consideration.

**Yours Obediently,**  
**X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 9: Write an application to the principal for college leaving certificate.**

**The Principal,**  
**Govt. College,**  
**(City) A.B.C.**

**Subject:** *Request for Issuance of College Leaving Certificate.*

**Respected Sir,**

I respectfully state that I am a student of Class XI at your esteemed institution. Due to family relocation, I am unable to continue my studies at this college and must withdraw my name from the student roll.

During my time here, I have tried to maintain good academic standing, punctuality, and discipline. I am grateful for the quality education and guidance I have received from the faculty. The experience at this college has contributed positively to my learning and character development.

I therefore request you to kindly issue me my **College Leaving Certificate** at your earliest convenience so I may complete the admission process at my new institution. I shall remain thankful for your kind support and understanding.

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**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 10: Write an application to the principal for leave for urgent piece of work.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Application for Leave Due to an Urgent Piece of Work.*

**Respected Sir,**

I respectfully state that I am a student of Class XI in your esteemed institution. I humbly request a short leave of absence as I am required at home to attend to an **urgent personal matter** that demands my immediate attention. The nature of the task is such that it cannot be delayed or delegated.

I assure you that I will cover any missed work during my absence and will consult my classmates to stay updated with the lectures. I have always been regular in attendance and have maintained discipline, which I hope will be taken into kind consideration while processing this request.

I, therefore, request you to kindly grant me leave for 4 days so I may fulfill my responsibility without academic disruption. I shall remain grateful for your understanding and support.

**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 11: Write an application to the principal for leave to see sick mother.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Application for Leave to Visit My Sick Mother.*

**Respected Sir,**

I respectfully state that I am a student of Class XI at your esteemed college. I have received distressing news that my mother is seriously unwell at home. As the situation demands my presence beside her, I humbly request you to grant me leave for [mention duration or date], so I may visit and support her during this difficult time.

My mother has always been a pillar of strength in my life, and attending to her health is both a personal and moral responsibility. I hope you will understand the urgency and emotional nature of this request. I assure you that I will make up for any academic loss caused by my absence.

I shall remain sincerely grateful for your compassion and support in this hour of need. Kindly consider my request sympathetically and grant the leave.

**Yours Obediently,  
X.Y.Z.**

**Dated: August 15, 2025**

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## **Application No 12: Write an application to the principal for organizing a school trip.**

**The Principal,  
Govt. College,  
(City) A.B.C.**

**Subject:** *Request for Organizing a College Trip.*

**Respected Sir,**

With due respect, I, on behalf of my classmates, wish to request your kind permission to organize an educational and recreational trip under the supervision of our teachers. We believe that such a trip would provide much-needed

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refreshment from academic routine while also offering practical exposure and team-building opportunities.

Many of us have suggested destinations such as [mention place, e.g., a historical site, museum, or scenic area], which are both educational and enjoyable. A well-planned trip would not only boost our morale but also strengthen our bond as students and enhance our learning beyond textbooks.

We hope you will kindly consider our request and allow us to experience this meaningful break under proper guidance and discipline. Your approval will surely be a source of great motivation and excitement for all of us.

**Yours Obediently,**  
**X.Y.Z.**

**Dated: August 15, 2025**

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