

Application for Changing Optional Subject

Question: imagine, you are Bijoy. You study at bluebird school and college, Sylhet. You took biology as an optional subject. You would like to take higher math for the same. Write an application to the principal of your school for the change of optional subject. Give a reason for this change.

Answer:

28 July 2013

The principal,
Bluebird school and college,
Sylhet.

Subject: Application for changing the optional subject.

Dear Sir,

I have the honour to state that I am a student of science group of class nine of your school. At the time of my admission, I took biology as my optional, subject and higher math as my elective subject. After the 1st terminal examination, I realized that higher math is difficult for me. Besides, I want to get myself admitted into medical science. In this respect, biology is more important to me than higher math. Now, I have decided to take biology as my exertive subject and higher math as my optional subject.

I, therefore, pray and hope that you would be kind enough to permit me to change my optional subject.

I remain,
Sir,
Yours truly,
Bijoy

Class-nine,
Roll-No-07