

Application for Permission to Go on A Study Tour/Excursion

Question: Your summer vacation starts on 30th May. Your class want to go on an excursion to Cox's Bazar. You need some monetary help from your headmaster/headmistress.

Now write an application to your headmaster/headmistress for some money for the excursion. 20

Answer:

December 2001
The Headmaster,
Jaigirmohal High School, Koyra

Subject: Prayer for permission to go on a study tour/excursion.

Sir,

We, the students of class X of your school beg to draw your kind attention to the fact. We are willing to go on a study tour at Paharpur, Mahastangarh and Mainamati. It is a historical place. Monotonous classes make our life dull and boring. A study tour can relieve this monotony.

Moreover, a study tour will increase our knowledge. Two of our professors have agreed to guide our team. It may kindly be added for your information that the group will consist of 15 members and we want to spend two days at each place. We will think we will need Tk. 2000/- each. We like to contribute Tk. 1500/- each and we will need Tk. 7500/- in addition to our contribution.

We, therefore, pray and hope that you would be kind enough to sanction Tk. 7500/-for the purpose and make necessary arrangements to make the tour successful.

Yours obediently.

The students of Class X.