Letter Writing

1. Write a letter to your mother who is worried about your health. (Easy)

Examination Hall,
City A.B.C.
February 1, 2025
My dear Mother,

Assalam-o-Alaikum!. Your letter came to hand. I could not reply soon because I was ill. I had a bad cold. I did not attend my school for four days. The school doctor checked me daily and gave me medicine. Now, I am all right. Please don't worry too much about my health.

Salam to all at home.

Your loving son,
X.Y.Z

1. Write a letter to your mother who is worried about your health. (Standard)

Examination Hall,
City A.B.C.
February 1, 2025
My dear Mother,

I received your kind letter a few days ago. It was full of deep passions of love for me. I was greatly glad to know that all of you are hale and hearty. I could not reply to you soon because I had an attack of cold and cough with running temperature. I remained in bed for a week. The school doctor examined me daily. He asked me to take two spoonfuls of honey twice a day. He gave me medicine also. I took it regularly.

But these days, I am enjoying a good health because it was a temporary ailment. I am perfectly recovered now. I am taking care of my diet and taking exercise regularly. I am attending the classes regularly and following the other routine. Please, do not worry about my health. I shall be with you during the holidays of Eid.

Compliments to all, regards to elders and love to youngsters,
Your loving son,
X.Y.Z

2. Write a letter to your father asking him about the health of your mother. (Easy)

Examination Hall,
City A.B.C.
February 1, 2025
My dear Father,

Assalam-o-Alaikum!. I have come to know that mother is suffering from high fever. I am really worried about her. She is already very weak. I requested you to get her checked by some specialist. Ask her to take her medicine regularly.

Inform me about her present condition by the return of post.

Your loving son,
X.Y.Z

2. Write a letter to your father asking him about the health of your mother. (Standard)

Examination Hall,
City A.B.C.
February 1, 2025
My dear Father,

I received your letter yesterday and was sad to know that my mother is suffering from typhoid and cough. This is shocking me greatly. I am really worried about her. She was not feeling well when I came to the hostel last week. She was suffering from slight cold and flu. Please, consult a good physician and get her treated carefully. Also ask her to take her medicine and diet carefully and regularly.

Please, don't let her do any work at all. Do inform me about her present condition at the earliest possible. I shall be with you as soon as my examination is over.

Praying for all at home and waiting for your reply anxiously.

Compliments to all, regards to elders and love to youngster,
Your loving son,
X.Y.Z

3. Write a letter to your sister congratulating her on her success in the examination. (Easy)

Examination Hall,
City A.B.C.
February 1, 2025
Dear Sister,

Assalam-o-Alaikum! I am very glad to know about your good result. You have passed the examination in high first division. You are sure to get a scholarship. I congratulate you on your brilliant success. I am sending you the gift of a wrist watch.

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I, congratulate you on your brilliant success.

With best wishes,

Yours affectionately,

X.Y.Z

3. Write a letter to your sister congratulating her on her success in the examination. (Standard)

Examination Hall,

City A.B.C.

February 1, 2025

My dear Sister,

Assalam-o-Alaikum!. I am beside myself with happiness to hear the news of your brilliant success in the matriculation examination. You have won 2nd position in the board and have brought good name to your school, your parents and yourself. You are a genius student. Such a glorious success could be achieved only by you. This success is a step for you to win even greater laurels. If you had worked harder, you could have won the first position. All this is due to your hard work, guidance of your teacher and blessings of your parents. I am sending you the gift of a wrist watch on this auspicious occasion.

Please, accept my heartiest congratulations on this brilliant success. Please convey my congratulations to all at home.

Complements to all, regards to elders and love to youngsters,

Yours affectionately,

X.Y.Z

4. Write a letter to your mother about the test you have just taken. (Easy)

Examination Hall,

City A.B.C.

February 1, 2025

My dear Mother,

Assalam-o-Alaikum!. I am sorry, I could not reply you earlier because I was busy preparing for my test in English. It was held yesterday, I did well in the test. I hope I will stand first in my class. I request you to pray for it.

Salam to all at home.

Your loving son,

X.Y.Z

4. Write a letter to your mother about the test you have just taken. (Standard)

Examination Hall,

City A.B.C.

February 1, 2025

My dear Mother,

Assalam-o-Alaikum!. You will certainly be offended with me these days. I could not reply to you soon because I was busy with preparing and taking test in chemistry. It ended yesterday. I have attempted all the questions satisfactorily. I have left no loopholes in them. The answer to one question was wrong but it was an extra question. I hope to get full marks in it and win first position in the class. My teachers have very good opinion about me. So, they are very kind to me. They guide me in every possible manner. They are sure that I would win distinction in the final examination.

I am sure you will forgive me for this late reply. My success is all due to your supplications and guidance of my teachers. May Allah help me in working more!

Compliments to all, regards to elders and love to youngsters,

Yours affectionately,

X.Y.Z

5. Write a letter to your father requesting him to send you some extra funds for payment of hostel dues. (Easy)

Examination Hall,

City A.B.C.

February 1, 2025

My dear Father,

Assalam-o-Alaikum!. You will be happy to know that I stood first in my class. I got 750 marks. I gave a party to my class fellows and teachers in this respect. I bought some books, note books and a wrist watch. They have emptied my pocket. Now, I have run short of money.

I shall be grateful if you send me two thousands rupees for the payment of hostel dues.

Your loving son,

X.Y.Z

5. Write a letter to your father requesting him to send you some extra funds for payment of hostel dues. (Standard)

Examination Hall,

City A.B.C.

February 1, 2025

My dear Father,

Assalam-o-Alaikum!. I have been facing financial problems for the last few days. Although the money you send to me every

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month is reasonable, I have run short of money this month. I won first position in the District Qira'at contest. I arranged a party in honour of my class fellows. I also bought some help books, stationery and a wrist watch. Now my pocket is empty. Please send me Rs. 3000/- more for the payment of the hostel dues at the earliest. I think that my request is genuine.

You will readily accede to it and send me the required fund.

Your loving son,

X.Y.Z

6. Write a letter to your brother about the importance of the study of science subjects. **(Easy)**

Examination Hall,
City A.B.C.
February 1, 2025
My dear Brother,

Assalam-o-Alaikum!. I am overjoyed to know of your brilliant success in the Middle Standard Examination. You are sure to get scholarship. Now, you are in class ix. I advise you to study science subjects because you know that the progress in all the walks of life depends upon the knowledge of science. Miracles of science are seen everywhere. I wish you become a national hero as a scientist.

With best wishes.

Yours affectionately,
X.Y.Z

6. Write a letter to your brother about the importance of the study of science subjects. **(Standard)**

Examination Hall,
City A.B.C.
February 1, 2025
My dear Brother,

Assalam-o-Alaikum!. My joy knew no bounds when I heard about your brilliant success in the middle standard examination. Now, you have been promoted to the 9th class. All of us have very high hopes about you.

Now you will have to take a decisive step whether to study humanities or science subject. It would be a turning point in your future career. You know, this is the age of science. All the modern knowledge of medicine, engineering, astronomy, geology, technology, transportation, communication and satellite lies in science. If we are forced to spend a single day without the amenities provided by science, our life will become unbearable. The West is ruling over the world only because of progress in science. Hence, everyone should know the basics of science and bring about human happiness. So, I advise you to take up science subjects, become a great man and serve the suffering humanity.

Pay my compliment to all of your friends.

Yours affectionately,
X.Y.Z

7. Write a letter to your friend congratulating her on her birthday. **(Easy)**

Examination Hall,
City A.B.C.
February 1, 20___
My dear Friend,

Assalam-o-Alaikum!. I am very sorry that I cannot participate in your birthday ceremony because of my preparation for the send-up examination to be held tomorrow, Anyhow, I congratulate you on your birthday. I have bought a special gift for you. I was going to send it to you by post but my father told me that you are coming to see us on 15th instant. So I decided to give it to you personally.

Salam to all at home.

Yours sincerely,
X.Y.Z

7. Write a letter to your friend congratulating her on her birthday. **(Standard)**

Examination Hall,
City A.B.C.
July 5, 2025
Dear Friend,

July 20 is sacred to us. It gave us a true and sincere friend like you. I heartily congratulate you on this auspicious occasion. You have invited me to your birthday party. But I say regretfully that I cannot come to you. My father is returning from Dubai. I am to receive him. So I apologise to you for missing this occasion. I know you are very fond of books. Therefore I have purchased an encyclopedia to present it to you on this occasion. I was sending it to you by post. Mother told me that you are coming to see us next week. So I am not sending it to you by post. I am keeping it with me to present it to you when you come to visit us. Here we have other friends. All of us will have a good time. The birthday gift will add to our

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delights.

Regards to aunt and uncle,

Yours sincerely,

X.Y.Z

8. Write a letter to your friend requesting her to spend her spring holidays with you. **(Easy)**

Examination Hall,
City A.B.C.
February 1, 2025
My dear Friend,

Assalam-o-Alaikum!. Your letter came to hand. You told that your school would close for spring holidays next week. I request you to spend your holidays with us. We shall have a good time. My parents will be glad to see you. The weather is very fine here. You know that the scenes are very charming here. Please let me know through letter when you will be reaching here.

With best wishes.

Yours sincerely.

X.Y.Z

8. Write a letter to your friend requesting her to spend her spring holidays with you. **(Standard)**

Examination Hall,
City A.B.C.
March 5, 2025,
Dear Friend,

The schools are closing by the 15th of June for the summer holidays as announced by the government. You will certainly be remembering your promise to spend these holidays with us this time. But you have not informed me about it yet.

The weather is very pleasant in Rawalpindi. Some other friends are also coming. We shall enjoy a good company. We shall visit some health resort. We shall also have rambles in the hilly area. Sky-scraping trees and luscious green fields look beautiful. Colourful flowers cast a spell over the visitors. It is really the world of beauty. We shall do some shopping also. Inform me about your arrival please, so that I may make proper arrangements accordingly.

Compliments to all, regards to elders and love to youngsters,

Yours sincerely,

X.Y.Z.

9. Write a letter to your friend congratulating him on the marriage of his sister. **(Easy)**

Examination Hall,
City A.B.C
January 11, 2025,
My dear Friend,

Assalam-o-Alaikum!. I feel much pleasure to learn about the marriage ceremony of your sister. I congratulate you on this occasion. I am busy in preparation of my examination these days. So, I feel sorry to tell you that I shall not be able to attend the ceremony.

I hope you will not mind it.

Yours sincerely,

X.Y.Z

9. Write a letter to your friend congratulating him on the marriage of his sister. **(Standard)**

Examination Hall,
City A.B.C.
March 15, 2025,
Dear Friend,

Yesterday, the postman brought invitation card to your sister's marriage. I was very pleased to receive it. Please, accept my hearty congratulations on this auspicious occasion. It was my earnest desire to attend the ceremony and lend you a helping hand as much as I could. But, you know, the annual examination is approaching. It is going to commence this very month. I am preparing for it day in day out. I fear, I shall not be able to attend the ceremony. I am sending a present in the name of the bride. Please, accept the present and oblige. Also supplicate for my brilliant success in the examination as I wish to win distinction.

Congratulations and best wishes to all the members of your family again,

Yours sincerely,

X.Y.Z

10. Write a letter to your friend requesting him to lend you some books. **(Easy)**

Examination Hall,
City A.B.C.
February 1, 2025,
My dear Friend,

Assalam-o-Alaikum!. Your letter came to

hand. You once told me that you have a fine collection of books on Islamiyat. My examination is over. I want to study the history of Islam. Lend me some books. I promise to use them with care. I shall return them very soon.

I shall be thankful to you.

Yours sincerely,
X.Y.Z

10. Write a letter to your friend requesting him to lend you some books. (Standard)

Examination Hall,
City A.B.C.
March 9, 2025,
Dear Friend,

My matriculation examination will be over by the 20th of March. I shall be free then. As all the wise people spend the leisure hours carefully, I also want to utilize them in a better way. Once you told me that you have a large collection of fine books on the history of Islam, English and Indo-Pak. I am a bit weak in history and geography. I want to improve my knowledge of history. Please, lend me two books "A Short History of English Literature" and "The Sealed Nectar" at your earliest. I promise you to use them with utmost care. I shall return them to you as early as possible. I am sure that you will certainly grant my request.

Compliments to all, regards to elders and love to youngsters,

Yours sincerely,
X.Y.Z

11. Write a letter to your friend thanking her for the hospitality during your visit to her house. (Easy)

Examination Hall,
City A.B.C
January 11, 2025,
My dear Friend,

Assalam-o-Alaikum!. I reached home yesterday. I am O.K. here. I spent a good time with you. I shall always remember your hospitality and trip to Murree you arranged for me. I am thankful to you and your parents for the kind treatment. My parents wish me to thank you and your parents on their behalf.

With best wishes.

Yours sincerely,
X.Y.Z

11. Write a letter to your friend thanking her for the hospitality during your visit to her house. (Standard)

Examination Hall,
City A.B.C.
August 5, 2025,
Dear Friend,

I reached home last Monday. The journey back was very pleasant and safe. My stay with you in the scenic village was very marvellous. Vast meadows green fields, foaming streams and murmuring brooks had a magical effect on me. Snow-capped peaks, delicate drizzling and balmy breeze all were very charming. Since separation from you, I have been missing you greatly.

I am very obliged to your mother, father and sisters for their sincere treatment and affections. I will never forget the delicious dishes I enjoyed with you. I shall always remember the trip to the Murree Hills you arranged for me. My mother and father are all praise for you. They wish me to offer you thanks for your kind hospitality rendered for me. Convey my thanks and regards to aunt and uncle for their kindness and love.

They really made me feel at home you.

Yours sincerely,
X.Y.Z.

12. Write a letter to your friend condoling the death of his mother. (Easy)

Examination Hall,
City A.B.C
January 11, 2025,
My dear Friend,

Assalam-o-Alaikum!. I am shocked to know about the sad news of your mother's death. She was a noble lady. She was kind to us all. It is a great loss for your family. A mother is a great blessing. Nobody can avoid the decree of fate. I advise you to face the loss with courage.

May her soul rest in peace!

Yours sincerely,
X.Y.Z.

12. Write a letter to your friend condoling the death of his mother. (Standard)

Examination Hall,
City A.B.C.
July 11, 2025,

Dear Friend,

I find no words how to express my passions of sorrow and grief after reading the sad news of the demise of your dear mother. It is really a shocking news. I could not believe such a sad happening. But the decree of fate is final. No one can avert it. All are to die.

Your mother was a very kind, compassionate and sympathetic lady. Every lady was attracted to her. She always helped the poor and the needy. She was very kind to me. I always sought her guidance in difficulty. Try to bear this loss patiently and be a model for your younger brother. I deeply condole with you on this irreparable loss I shall be with you in a day or two.

Condoling with you once again,

Yours in deepest sympathy,

XY.Z.

13. Write a letter to your brother advising him to take steps to improve his health. **(Easy)**

Examination Hall,
City A.B.C
January 11, 2025,
My dear Brother,

Assalam-o-Alaikum!. I an very glad to know of your good report. You have got high marks. It is very good. I am informed that you are always poring over books and do not care for your health. It is not good. Health is wealth. A sound body has a sound mind. Try to sleep and get up early. Go outside for a morning walk and have a light exercises.

I hope you will pay heed to it.

Yours affectionately,

X.Y.Z

13. Write a letter to your brother advising him to take steps to improve his health. **(Standard)**

Examination Hall,
City A.B.C.
June 15, 2025,
Dear Brother,

I was glad as well as sad to know about you from your friend, Ali. I was happy to know the good news that you are burning midnight oil to get good marks in the examination. I know that your annual examination is imminent. It is very appreciable that you want to pass the examination with distinction and make your mark in the world.

I was worried to know that your health has broken down. You have grown weak rather slender. It seems that you do not pay attention to your health. Therefore, you should take care of your health and try to improve it now. For this purpose, take a balanced diet. Sleep early and get up early because only a healthy body has a healthy mind. You cannot fare well with poor health. You should go out for a walk regularly and take care of your health. Health is preferable to everything. So study should not be at the cost of health.

I hope you will follow my advice.

Yours affectionately,

X.Y.Z.

14. Write a letter to your sister thanking her for a gift. **(Easy)**

Examination Hall,
City A.B.C
January 11, 2025,
My dear Sister,

Assalam-o-Alaikum!. Your letter came to hand. I have also received the watch you sent to me. I am very thankful to you. It is beautiful. It keeps correct time. It will help me in my examination. I shall use it with care. It will always remind me of your love for me.

I once again thank you for this gift.

Yours affectionately,

X.Y.Z

14. Write a letter to your sister thanking her for a gift. **(Standard)**

Examination Hall,
City A.B.C.
June 8, 2025,
Dear Sister,

Yesterday, I received a parcel containing a golden wrist watch. I was beside myself with joy when I opened the parcel. You have sent it to me as a birthday gift. All the gifts are valuable but your gift is really wonderful and precious. It has appealed to me much. It is very beautiful. It keeps correct time. I needed it badly as my previous one was out of order. I could not get it repaired as I was busy in preparing for the examination. Now, it will be of great use to me. It will help me work according to the timetable and also in the examination hall. It will make me regular and punctual. I am again thankful to you for this favour for which I find no words.

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Thanking you once again.

Compliments to all, regards to elders and love to youngsters

Yours affectionately,

X.Y.Z

15. Write a letter to your friend thanking him for the books he lent to you. (Easy)

Examination Hall,

City A.B.C

January 11, 2025,

My dear Friend,

Assalam-o-Alaikum!. I have received the books on Islamiyat you lent to me. I have started studying one of the books. I am highly thankful to you for this. I promise to return them as soon as possible.

I thank you once again.

Yours affectionately,

X.Y.Z.

15. Write a letter to your friend thanking him for the books he lent to you. (Standard)

Examination Hall,

City A.B.C.

April 10, 2025,

Dear Friend,

I received a registered parcel yesterday. It contained valuable books. I feel greatly obliged to you for this act of kindness. These are very rare books on history. I have started reading one of them. I hope they will brighten my mind and broaden my vision. I know that books are the best companions of man. So I promise you to take every possible care of them and keep them in good condition. I am very thankful to you for this favour shall return them to you the instant I finish reading them.

Thanking you once again.

Yours sincerely,

X.Y.Z

16. Write a letter to a bookseller requesting him to send you some books per V.P.P. (Easy)

The Manager.

Ghazali Publishers,

Urdu Bazaar, Lahore

Dear Sir,

Assalam-O-Alaikum! I am in need of the following books. I shall be thankful if you send these books to me by V.P.P. I hope you will allow me the special concession for students.

1. Ghazali Smart English 9th Class (1 copy)
2. Urdu for Class IX (1 copy)
3. Pakistan Studies for Class IX (1 copy)
4. Chemistry-for Class IX (1 Copy)

Yours faithfully.

January 11, 2025

Sheraz Ahmad

05-Main Bazaar,

Chunian (Kasur)

16. Write a letter to a bookseller requesting him to send you some books per V.P.P. (Standard)

Examination Hall,

(City) A.B.C.

March 19, 20___

The Manager,

Ghazali Publications,Urdu Bazar, Lahore.

Respected Sir, Books are not mere objects of ink and paper; they are the lifeblood of intellect, the silent mentors of wisdom, and the timeless companions of every seeker of knowledge. They shape minds, enlighten souls, and carve destinies.

"A house without books is like a body without a soul."

As a devoted student, my thirst for knowledge is insatiable, and my academic journey demands access to the finest literary treasures. Therefore, I humbly request you to send me the following books via V.P.P. (Value Payable Post) at your earliest convenience:1. English for Class-X – 1 copy2. Chemistry for Class-X – 1 copy3. Shehaab Naama by Qudrat Ullah Shehab – 1 copySince I am a student, I earnestly request you to grant me a special concession on the total cost. Your kindness will not only ease my financial burden but also serve as an encouragement in my pursuit of education.

"The true wealth of a nation lies in the knowledge of its people."

I sincerely hope that you will process my request with priority, as these books are indispensable for my studies. Your assistance in this matter will be remembered as a favor to a student striving for excellence.Looking forward to your prompt response.

Yours faithfully,

X.Y.Z.

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Application Writing

1. Write an application to your Headmaster / Headmistress for Sick Leave.

The Headmaster / Principal,
Govt. High School.
A.B.C
Sir,

Most respectfully, it is stated that I have been ill with fever for the last three days. I hoped to get well but could not. My doctor says that I am suffering from typhoid. He has advised me a complete bed rest for two weeks. Thus, I am unable to attend the classes in this condition. Therefore, I request you to grant me leave for the said period. I would surely be obliged for this grant of leave. The advice of the doctor is attached.

Thanking you
Yours obediently,
X.Y.Z

2. Write an application to your Headmaster / Headmistress for grant of fee-concession/ stipend.

The Headmaster / Principal,
Govt. High School.
A.B.C
Sir,

With due respect it is stated that I am a student of 9th class in your school. My father works in a factory as a labourer. Our income is very small. I continue my studies further without some sort of fee concession.

It is evident from my academic record that I am one of the most brilliant student of my class. I got first prize in History and English. I am very fond of education. My father cannot bear my school expenses.

Please grant me a full fee-concession so that I could continue my education.
Yours obediently,
X.Y.Z
Roll No. 25
Class IX

3. To your Headmaster / Headmistress for leave of an urgent piece of work.

The Headmaster / Headmistress,
Govt. High School,
A.B.C
Sir / Madam,

Respectfully it is submitted that I have to do an urgent piece of work at home. Kindly excuse my absence from the school for today only. I shall be very thankful to you for this favour.
Yours obediently,
X.Y.Z
February 12, 2025

4. Write an application to your Headmaster / Headmistress requesting him to grant you a character certificate.

The Headmaster / Principal,
Govt. High School.
A.B.C
Sir,

Most respectfully it is stated that I had been a student in this school for two years. I passed the matriculation examination in the first division from here. Sir, I had been a hard-working student. I had been the captain of hockey team for two years. I also won the first prize in annual debates on the topic "East vs. West". Now, I want to apply for admission to Government College Lahore. I am to submit the character certificate along with the admission form. Please issue me a character certificate so that I may apply for admission in due time.

Thanking you in advance,
Yours obediently,
X.Y.Z

5. To your Headmaster / Headmistress for leave to attend a marriage.

The Headmaster / Headmistress,
Govt. High School,
A.B.C
Sir / Madam,

Respectfully it is submitted that the marriage of my elder brother comes on the 12th instant. Walima ceremony will be held on 13th. I have to do a lot of work at home. Therefore, I am unable to attend the school for four days. Kindly grant me leave for four days from 12-2-2025 to 15- 2 -2025, I shall be very thankful to you for this favour.
Yours obediently,
X.Y.Z
February 10, 2025

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6. Write an application to your Headmaster / Headmistress for remission of fine.

The Headmaster / Headmistress,
Govt. High School,
A.B.C
Sir / Madam,

Respectfully it is submitted that I could not attend the school during last week on account of illness. My father was not at home. I found nobody to bring my application to school. I have been fined Rs. 50/- for absence.

I request you to be kind enough to remit my fine. I shall be very thankful to you for this favour.

Yours obediently,
X.Y.Z
February 10, 2025

7. Application for a job.

The DCO, / The Director,
District Government,
A.B.C
Dear Sir,

I have come to know through reliable sources that a seat of stenographer / clerk / typist / superintendent / teacher / instructor / insurance agent / Public Relation Officer is lying unfilled under you kind control. You have invited applications to fulfill this post. I am a hardworking young man.

I had been a sharp student throughout my academic career. I am also in urgent need of a job. I offer myself as an applicant for the post. My curriculum vitae is as follows:

Particulars:

(a)	Name	A.B.C.
(b)	Father's name	X.Y.Z.
(c)	Father's profession	(late)
(d)	Domicile	(City) A.B.C.
(e)	Address	House no. DEF, Islampura, Lahore
(f)	Date of birth	15.10.1986
(g)	Gender	Male
(h)	Marital status	Single
(i)	Nationality	Pakistani
(j)	Religion	Islam

Academic Qualification:

SSC (Matriculation)	First Division
Intermediate OR D.Com	First Division

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B.A. OR. B.Com First Division

M.A. OR. M. Com First Division

Speed in typing (if applicable) 35 words P/M

Speed in Short Hand (Urdu & English)

150 words P/M

Computer Science Short Course First Division

I want to work as a _____ _____ in your office. I assure you that I will try my best to do my duty decently.

Yours obediently,

X.Y.Z

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