



Revision exercise 17: Letters

Exercise 1

Imagine you were playing with a friend in the classroom at lunchtime. While playing, you accidentally hit a windowpane with a ball and it broke. Using your address, write an apology letter to your class teacher. Ask him for forgiveness. Tell him what happened. Mention that you will talk to your parents to replace the windowpane. Promise never to play in class the classroom again.

Exercise 2

You have completed you primary leaving Examinations and the results are out. Write a letter to your Guardian using school address and tell her that you have passed in Division I and scored aggregate 11. Inform her of your first-choice school. Request her to pay your school fees. Promise her that you are ready to work harder you join senior one.

Exercise 3

1. A. study the application letter below carefully and fill in the blank space correctly with words in the box.

Faithfully, Vacancy, head teacher, aggregate, application

Fuber p/s,
P. O. Box 20,
KOOPA,
15/01/2016,

The

Nera Secondary School,

P.o. Box 113,

Kigobe,

Dear sir,

Re.....TO JOIN SENIOR ONE

I am kindly applying for a.....in senior one in your school.

I am 13 years old, I sat my PLE in Fuber P/S in 2015

My results were as follows:

ENGLISH	4
MATHEMATICS	2
SST	3
SCIENCE	<u>5</u>
.....	<u>14</u>

DIVISION TWO

I was the sports prefect at school and a member of the mathematics club. I will be grateful to receive your kind reply.

Yours.....

Bargye Benard

Exercise 4

Your school organized an educational tour to one of the national game parks in Uganda. Each pupil was asked to pay for it. Your uncle, who lives in Nairobi, Kenya, paid the money that was required. Write a letter to thank him. In your letter, give him more information about the game

park you visited and tell him what you learnt while there. Use MUNA PRIMARY SCHOOL, P. O. Box 44, MOLO as your address

Exercise 5

Imagine you are a P.6 pupil of **Sipi Boarding Primary School, P. O. Box 52, Nyanga**. Your uncle is wedding next weekend on 18th November 2028th 2026. Write to your head teacher asking him/her to allow you to go and attend the wedding ceremony. Tell him/her when you expect to leave for home and to return to school. Also suggest how you will catch up with the rest of the pupils in your class since you are going to miss some lessons.

Exercise 6

You would like to borrow a dictionary from the library. Write to the school librarian asking her to lend you one. Tell her that you will use the dictionary until your parents buy one for you at the end of the month. Promise that you will take good care of it. Use **Geno Primary School, P.O. Box 417, Tindi** as your address.

Exercise 7

You are a pupil at Meri Primary School, P.O. Box 222, Nguli. Your class is organizing an educational tour to Queen Elizabeth National Park. Write a letter to parent/guardian asking for permission. Mention the amount of money (shs. 50,000=). Request her/him to before the end of the term. Promise that you will learn new things and behave well.

Sample letter 1

Kazinga Village
21st February 2026

Dear Teacher,

Apology

I am writing this letter to sincerely apologize for breaking the classroom windowpane today during lunchtime. While playing with my friend, I accidentally hit the window with a ball, and it broke. I did not intend for this to happen, and I feel very sorry for the damage caused.

Please forgive me for my carelessness. I promise that I will never play in the classroom again. I will also talk to my parents about replacing the broken windowpane so that the classroom can be restored.

Once again, I am truly sorry for the incident, and I kindly ask for your forgiveness.

Yours faithfully,
Dan Good

Sample letter 2

Kazinga Primary School
P.O. Box 102
Kampala
21st February 2026

Dear Aunt Suzan

I am writing to inform you that the results of my Primary Leaving Examinations have been released. I am very happy to tell you that I passed in Division I with an aggregate of 11. This is a great achievement, and I am grateful for your support and guidance throughout my studies.

My first-choice school is St. Mary's Secondary School, and I would like to join there for my Senior One. I kindly request you to help me by paying my school fees so that I can continue with my education at this school.

I promise that I am ready to work even harder as I join Senior One, so that I can make you proud and achieve even greater success.

Thank you very much for your care and support.

Yours faithfully,
Kabandole James

Exercise 3

- A. study the application letter below carefully and fill in the blank space correctly with words in the box.

Faithfully, Vacancy, head teacher, aggregate, application

Fuber p/s,
P. O. Box 20,
KOOPA,
15/01/2016,

The **Head teacher**

Nera Secondary School,

P.o. Box 113,

Kigobe,

Dear sir,

Re: **APPLICATION** TO JOIN SENIOR ONE

I am kindly applying for a **vacancy** in senior one in your school.

I am 13 years old, I sat my PLE in Fuber P/S in 2015

My results were as follows:

ENGLISH	4
MATHEMATICS	2
SST	3
SCIENCE	<u>5</u>
Aggregate	<u>14</u>

DIVISION TWO

I was the sports prefect at school and a member of the mathematics club. I will be grateful to receive your kind reply.

Yours **faithfully**

Bargye Benard

Exercise 4

Sample letter

**MUNA PRIMARY SCHOOL
P.O. Box 44
Molo
21st February 2026**

Dear Uncle,

I am writing to sincerely thank you for paying the money that enabled me to join my classmates on the educational tour to one of the national game parks in Uganda. I am very grateful for your kindness and support.

During the tour, we visited Queen Elizabeth National Park. It was a wonderful experience because I saw many wild animals such as elephants, lions, buffaloes, and antelopes. I also learnt about the importance of conserving wildlife and protecting the environment so that future generations can enjoy these animals too.

The trip was very educational, and I gained a lot of knowledge about nature and tourism in Uganda. Thank you once again for making it possible for me to take part in this memorable experience.

Yours faithfully,
Mukwaya Gerald

Exercise 5: Sample letter

Sipi Boarding Primary School

P.O. Box 52

Nyanga

10th November 2026

Dear Head Teacher,

I am kindly requesting your permission to allow me to attend my uncle's wedding ceremony which will take place next weekend on 28th November 2026. I plan to leave school on 27th November and return on 29th November after the ceremony.

I am aware that I will miss some lessons during this time. To catch up with the rest of the pupils, I will borrow notes from my classmates and consult my teachers for any explanations I may need. I promise to work hard so that I do not fall behind in my studies.

I will be very grateful if you grant me permission to attend this important family occasion.

Yours faithfully,

Bbosa Science

P.6

Exercise 6

You would like to borrow a dictionary from the library. Write to the school librarian asking her to lend you one. Tell her that you will use the dictionary until your parents buy one for you at the end of the month. Promise that you will take good care of it. Use **Geno Primary School, P.O. Box 417, Tindi** as your address.

Sample letter

Geno Primary School
P.O. Box 417
Tindi
22nd February 2026

Dear Librarian,

I am kindly requesting you to lend me a dictionary from the school library. I need it to help me with my studies, especially in English. I will use the dictionary until the end of this month when my parents will buy one for me.

I promise to take good care of the dictionary and return it in good condition. I will be very grateful if you allow me to borrow it.

Yours faithfully,
Bbosa Science
Primary Seven

Exercise 7

You are a pupil at Meri Primary School, P.O. Box 222, Nguli. Your class is organizing an educational tour to Queen Elizabeth National Park. Write a letter to parent/guardian asking for permission. Mention the amount of money (shs. 50,000=). Request her/him to before the end of the term. Promise that you will learn new things and behave well.

Sample letter

Meri Primary School
P.O. Box 222
Nguli
22nd February 2026

Dear Father

I am writing to request your permission to join my class on an educational tour to Queen Elizabeth National Park. The school has organized this trip to help us learn more about wildlife, tourism, and the environment.

Each pupil is required to pay shs. 50,000 for the tour. I kindly request you to pay this money before the end of the term so that I can be included in the trip.

I promise that I will behave well during the tour and make good use of the opportunity to learn new things. This experience will help me in my studies and broaden my knowledge.

Thank you very much for your support.

Yours faithfully,
Bbosa Science
Primary six

Thank You

Dr. Bbosa Science