

Application for Leave

The Principal

Sivananda – Praveen Public School

Yamuna Nagar

Subject : Application requesting for Leave for _____ days .

Respected Madam,

With due regards it is hereby submitted for your kind consideration that , I am a student of _____ class of your esteemed institution . I will not be able to attend the school from _____ to _____ due to _____. I want to apply for the leave for _____ days , as I will not be able to attend the school regularly . I request you to kindly accept my leave application on considering my request.

Your kind consideration to the request will be highly obliged.

Thank You

Yours sincerely

Name : _____

Class: _____

Section: _____

Father Mobile Number: _____