

SAMPLE FORMAT OF APPLICATION FOR LEAVE

The Principal
Vyas World School
Bareilly

Respected Ma'am,

This is to inform you that my son/daughter
..... Class..... Section..... Roll No. will
be/was absent from the school on the following
date/dates:
due to.....

May I request that leave of absence be granted.

The Medical Certificate is enclosed: YES NO

Thanking You,

Yours faithfully,

Parent/Guardian

Date :