

Leave Application

To,

The Principal
Sanskar English Medium School
Sanchore (Raj.)

Respected Sir,

With due respect I would like to state that my son / daughter
..... of Class
Section was / will be / absent from the school on
..... (Date) due to
..... (reasons). Therefore, I request you to kindly grant
him / her (days) leave.*

Thanking you,

Yours faithfully,

(Parent's / Guardian's Signature)

Date :

* Medical Certificate should be attached if the students is absent on medical ground more than three days.