

Leave Application Format for Students

To
The Principal

Prakash Public School

Subject: Application for Leave

Respected Sir/Madam,

I respectfully state that I am studying in Class __ Section __. I am unable to attend school from ____ to ____ due to _____.

Kindly grant me leave for the above-mentioned days.

Thank you.

Yours obediently,

Name: _____

Class & Section: _____

Roll No.: _____

Parent's Signature: _____

Date: _____