

Date : _____

The Principal

Virendra Nath Ganguly Memorial School
Ganguly-Tola,
Basharatpur,
Gorakhpur

Sub : Application for Leave

Respected Sir/Ma'am,

With due respect I would like to state that my son/daughter (name)

_____ of (Class) _____ was absent/will be

absent on/from (date/dates) _____ due to

(reason) _____.

Therefore, I request you to grant him/her kindly _____ (days) leave*.

Thanking you,

Yours,

(Parent's Signature)

* Medical Certificate should be attached if the student is absent on Medical Ground for more than three days.