LEAVE APPLICATION FORM

Date: .....

Name & Address of Parent/Guardian

.....

.....

.....

To

.....

.....

Madam/Sir,

My Son/Daughter ..... Studying in Std ..... Sec.....

.....

.....

(reason for absence to be given here)

So, I request you to kindly grant him/her leave of absence for ..... days.

Thanking you.

Yours faithfully,

(Signature of Parent/Guardian)

Note: Leave so far taken: ..... days.