

LEAVE APPLICATION FORMAT

(In Case of Leave for More than 2 days)

To

The Class Teacher

Class _____, Section _____.

Advanced Academy, Indore

Dear Sir / Madam,

My ward _____ is unable to attend school
because _____

Therefore, I request you to kindly grant him/hir leave for _____
days. From _____ to _____.

(Supporting Document Enclosed)

Thanking you

Yours sincerely

Parent's Name _____

Parent's Signature _____

Dated : _____

Leave application should be written in the above format, duly signed by the parent.

Education is not the filling of a pail, but the lighting of a fire.