

LEAVE APPLICATION FORMAT

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/her leave for _____

days. From _____ to _____.

(Supporting document enclosed)

Thanking you

Yours sincerely

Parent's Name _____

Parent's Signature _____

Dated : _____

The above leave application format should be photocopied & submitted to the class teacher duly signed by the parent.