

## 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, filled & submitted to the class teacher, duly signed by the parent when ever required.*