

To,

Date:

The Principal

MPS Hariylai Village CBSE

Tagore Nagar, Vikhroli (E)

Mumbai –

Subject: Application for Leave

Respected Sir/Madam,

My son/daughter, _____ is a

Bonafide student of Class _____ Div.: _____ in your school.

He/She will not be able to attend school from _____ to
_____ total number of days _____

Reason for absence is _____

_____.

I would like to humbly request you to grant him/her permission for the leave of above said days. I will take care of his/her studies during this period and make sure his studies will not be hampered due to the leave.

Thanking You,

Yours Sincerely

Name of the parent: _____

Contact Number: _____