



Shib – Subhdra Public School

Rajoun, Banka, Bihar – 813107

LEAVE APPLICATION

To,

The Principal
Shib – Subhdra Public School,
Rajoun, Banka, Bihar – 813107

Sub: _____

Respected Sir,

With due respect, I would like to inform you that my _____ is studying in _____ of your school. Due to some emergency, my _____ is hospitalized and is recommended to be in doctor's supervision for three days. All my family members are right now taking care of _____ in hospital and we are not in a position to send _____ to school.

Therefore, I request you to please consider our situation and grant _____ leaves for _____ days from _____ to _____. I am enclosing a letter from the doctor for your reference.

Thanking you,

Yours sincerely,

(_____)

Father/Mother

Mobile No.

Grant by - _____ Date - _____

Leave all over days - _____

Accountant

Manager

Academic In charge

Principal