

APPLICATION FOR LEAVE

From: _____

Date: _____

To,
The Headmistress
Vidhya Vihar High School
Cortalim Goa

Sub: Application for Leave

Dear Madam,

My son, _____
studying in Class ____ Div ____, Roll No. _____.

I request you to grant him/her leave of absence from
_____ to _____ (____ no of days) as
_____ (reason).

I shall be much obliged if you consider the same.

Thanking You

Yours sincerely

(_____)
Parents Name and Surname with Signature