

## LEAVE FORM

The Principal

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**Date:** \_\_\_ / \_\_\_ / 20\_\_\_

**Subject:** .....

Respected Sir,

I respectfully state that I am a student of Class \_\_\_\_, Section \_\_\_\_. I would like to inform you that I will be unable to attend school on ..... due to the following urgent work:

**Reason for leave:**

\_\_\_\_\_

Therefore, I kindly request you to grant me leave for the above-mentioned date(s). I assure you that I will complete all the missed lessons and assignments promptly.

Thank you for your understanding and consideration.

Yours sincerely,

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Class \_\_\_\_\_

Roll No. \_\_\_\_\_