To

The Principal

Lahore Grammar School

Township Girls Branch

Lahore

Subject: Request for leave

Respected Madam,

My daughter, Hania Khan, is student of Class 9th (matric) of your school. She is suffering from high fever, and for this reason, I request you to kindly grant her leave until she gets able to enough to resume school.

I will be highly obliged if you look into my request.

Thanking you

Gohar Ali Khan

Father of Hania Khan

0320-9922222