The Dean

Hello

Date:

Subject: Leave application

Respected Sir/Ma’am,

I request to state that due to sudden illness I will not be able to attend school/college for days as the doctor has advised me to take the required amount of rest. I hope to recover soon and make up for the irregularity in studies occurred. I will return to school/college as a healthy student and take due care that my work and performance do not suffer. On the account of my sickness, I request you to kindly grant me leave from to , I shall be utterly obliged for this.

Yours obediently,

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