*To*

*The head master*

*Chhend colony Rourkela-4*

*Police high school*

*(through the class teacher)*

*Sub-granting leave for next five days*

*Sir,*

*With due respect I Dibyanshu Das student of class 6 beg to state that I was unable to attend my class from dt-25.1.2024 to dt-30.1.2024 due to*

*My illness.*

*Therefore you are kindly*