

2nd August 2023

To  
The Principal,  
Cantonment English School and College  
Chittagong.

Subject: Application for Leave of Absence

Respected Sir,

I take the honour to state that I am a student of class 11 of your college. I am writing to inform you that my family and I have planned a trip to Canada to visit relatives and explore the country's culture and beauty. We are scheduled to depart on 15th September 2023 and will return on 17th October 2023.

As a result of this trip, I kindly request you to grant me a leave of absence from classes from the date of **10th September 2023** to the **20th of October, 2023**. I assure you that I will make up for any missed coursework and assignments promptly upon my return. I have attached the necessary documentation, including the plane tickets, for your reference.

I understand the importance of regular attendance and academic responsibilities, and I will ensure that I catch up with the lessons and complete any pending tasks after my return. I am dedicated to maintaining my academic performance and will put in the extra effort required to cover the curriculum.

I kindly request your approval for this leave and assure you that I will do my best to minimize any disruption to my studies. I would be extremely grateful if you could consider my request and grant me the required leave.

Thank you for your understanding and hope that you would be kind enough to grant me a leave of absence for the mentioned dates.

Yours sincerely,

Rajin Sharwar  
Class: 11  
Roll No: 229  
Section: F

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Parents Signature