

21st February, 2023

To,
The Class Teacher,
Nursery Class
Tulipian Pre-School
Dover Lane, Kolkata

Sub: Application for absence

Respected Ma'm,

I would like to inform you that, Master. Alankreet Dey , a student of your institution studying in Nursery class (12 p.m. to 2 p.m session), could not be present at school from 13th to 15th February, 2023 due to his serious hand injury . He was prescribed to take rest and to visit doctor everyday for the purpose of dressing his injury to avoid any development of infections. Therefore , he remained absent during that said period.

Ma'm, if you grant my son's absence, I shall be highly obliged.

Yours Sincerely

Mr. ARIJIT DEY
(Father)