

21<sup>st</sup> 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 on 20<sup>th</sup> February 2023, as it was his birthday and he remained at home.

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

Yours Sincerely

Mr. ARIJIT DEY  
(Father)