(Date)28/12/2023

TO

The principal,

(School name), MICSS SOFT SOLUTION

(School address), JOGESHWARI MATRO STATION NIYER BY SINGNAL

City. MUMBAI MAHARASTRA

Subject: Application for Two days’ leave.

Dear Sir/Madam,

With due respect, I want to state that I am a student of Class 5th (say) in your school. I have an emergency because I need to leave the town and stay out of the station for two days, i.e., 8th, June 202and 9th, June 2023(say). So I will not be able to attend any classes during that period, and hence, I want to apply for leave for these two days. All my work is up to date, and I will cover the rest after returning.

Kindly grant me leave for two days ( 8th, June 2023 & 9th, June 2023). It will be really helpful to me. Thank you in advance for your consideration and cooperation in this matter.

Thanking you,

Yours obediently,

(Name) :- UTKARSH

(Class) :- BASIC COMPUTER

(PRINCEPAL NAME) :- MANOJ CHOUDHARY

You can add the Student’s name, class, date, Roll no., school name & address, and the reason for the absence from school according to the circumstances and needs of the application.