Thank God, now I am hale and hearty

APPLICATION WRITING

Write an application to the principal of gour college requesting her to grant you sick leave on medical grounds.

The Principal.

Government Collage,

ABC

Subject: For leave of absence because of sickness.

Respected Madam,

that, I have been suffering from fever and headache since 2 days but still I came to college so that I can give my weekly test and avoid my absence. But from to yesterday, I realized that I really need some rest because If I don't take my illness seriously. It will be jeopardize for my health. So according to my health, In this situation, I will not be able to come to college for a few days.

According to my doctor, I need at least 2 days sest so I want the next 2 days off. So, I request you to kindly allow me for next two days leave.

I shall be thankful to you.

Yours Obediently

Date: 18th November, 2024