

To,
The S.I.S. of Schools,
Amta West Circle,
Joypur, Howrah.

Subject: Application for Casual Leave

Respected Madam,

With due respect, this is to inform you that I am _____,
the H.T./ an Assistant Teacher of _____,
under your circle. Madam I will not be able to present at my school on/from
_____ to/and _____ due to some personal work. So, if you kindly
consider my situation and allow me casual leave on those days, I will be grateful to
you.

Thanking you,

yours faithfully,

Date: