

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 _____,
H.T./A.T. of _____, under your
circle. Madam I will not be able to present at my school on _____ due
to some personal work. So, if you kindly consider my situation and allow me a
casual leave on that day, I will be grateful to you.

Thanking you,

yours faithfully,

Date: