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: