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: