DATE: 05.03.2018 To,

The Head master

Shohid Sheikh Russell Govt. High School.

Dhaka.

Subject: Prayer for leave of absent.

Sir,

I beg most respectfully that I have been absent from school because my family was containing in Khulna.

So, I could not attend school from the 18th to the 29th of January,2018.

May, I therefore, pray and hope that you would be kind enough to grant me the leave of absence for those days only.

Yours obediently

Md. Saiful Islam (Sihab)

Class: 6

Section: A

Roll: 01 Signature of Guardian