

To

The Headmaster,  
Sunrise Public School,  
Kolkata.

Date: 10 October 2025

Subject: Application for Two Days' Leave

Respected Sir,

I am Rizaul Rahman, a student of Class IX-A in your school.

I am suffering from fever and the doctor has advised me to take rest for two days.  
Therefore, I request you kindly to grant me leave from 10th October to 11th October 2025.

I shall be grateful for your kind consideration.

Thanking you,

Yours obediently,

Rizaul Rahman  
Class: IX-A  
Roll No: 17