

LEAVE APPLICATION

The Principal
S.I.S.J.M.P School (10+2)
Karamsar (Rara Sahib) 141117
Ludhiana

Dear Sir/Madam,

Subject: - Grant of Leave

I wish to state that my son/daughterstudying
in class.....Section.....Admn No.....village..... Bus
Route will be on leave on following dates i.e. from..... to
..... due to

You are therefore requested to grant leave for the dates mentioned above.

Thanking you,

Yours Sincerely,

.....

Parent/Guardian

.....

Dated

.....

Teacher

.....

Principal