

Dated :

The Principal,
Saupin's School,
Chandigarh/Mohali.

Subject : Leave Application

Dear Madam,

This is to inform you that my child

.....Roll No.....

Class..... will be / was absent from school on the following date /
dates

because

.....

I request that leave of absence may be granted.

Medical certificate enclosed :

| | |
|------|--|
| YES | |
| N.A. | |

Thanking you,

Yours faithfully,

(Parent/Guardian)