

Leave Letter Sample for Students

The Sample below is the leave application format for students.

Leave Application

Date: _____

To
The Principal,
(School Name),
(School Address)

Subject: Application For Leave – (Reason)

Dear Sir/Madam,

I am __ (Your Name) __, a student of __ (Class And Section) __. I want to bring to your kind attention that due to __ (Mention your reason) __, I will be unable to come to school from __ (date) __ to __ (date) __.

I request you, kindly provide me with leave for the dates mentioned above.

I assure you that I will catch up with my studies after returning. I shall be grateful if you grant leave.

Thanking you.

Yours sincerely,

(Your Name).

Parent's Signature & Date.

Correspondent / Principal Signature.