

Leave Application

Date: _____

Dear _____,

I am writing to inform you that my child, (name: _____),

Class _____ (_____) will not be able to attend school for _____ day(s) from
_____ to _____.

This is because _____

_____.

Enclosed is/are the relevant document(s) for your reference.

Thank you for your kind attention.

Yours sincerely,

(parent's signature)

(parent's name in full)