

LEAVE APPLICATION FORM

(Leave application should be submitted only in this format)

Date.....

From

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.....

To

The Principal,
Dharani Matric. Hr. Sec. School,
Dharani Nagar, Vasudevanallur,
Tenkasi - 627 760.

Respected Sir,

Sub: Request for leave sanction -Regards

Kindly sanction.....day(s) leave for my son / daughter

.....
studying in Std..... Sec..... for the reason stated below, on the
following date(s).

Date(s) :

Day(s) :

Reason :

Thanking You,

Yours faithfully,
Signature of Parent / Guardian

Encl : Medical Certificate (For leave taken for more than TWO days)