

LEAVE APPLICATION FORM

Dated :.....

The Principal
Sunshine Public School
Nalagarh

Dear Sir

You are requested to grant leave to my ward Master/Miss
..... of class & sectionfrom.....to
.....for (total number of days) days.

Purpose/Reason for leave
.....

(Attach medical certificate, if sick leave).

With regards,

Signature of Father/Mother

Note: Photocopy of the format may be used. Application will be accepted only in this format.