

# Leave Letter

**From**

Date: .....

Student Name : .....

Grade & Section : .....

Name of the Parent :.....

Address :.....

.....

.....

**To**

The Principal

**Respected Sir**

**Subject :**

My son/daughter will/ could not attend the school on **(date)** .....due to **(reason)**

..... I request to you grand leave for the above day/s.

**Yours faithfully**

(Sign above)