

SCHOOL LEAVE APPLICATION

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Introduction

When we were in school, we were supposed to give a leave application for not attending the school due to some personal reason. The reasons can be any: fever, injuries, ceremonies etc. Whatever be the reason, it is the utmost responsibility of the student to inform the teacher regarding his leaves. Through this application, the student can clearly state the reason behind taking leaves and request the teacher to grant the same.

School Leave Application Tips

Few tips should be considered for writing an effective school leaves application:

- Firstly it is always vital to pay respect to your teacher who has taken pain in solving your problems.
- Tone of the application should be polite.
- You must clearly state the reason of taking leave in your application.
- The wordings of the letter should be convincing enough to attract the reader's attention.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample School Leave Application

To,

Mrs. Patricia Smith

Principal

Modern School

California

Date (Date on which letter is written)

From,

Suzanne Smith

Student

Class: Xth

Sub: Leave application

Respected Ms Smith,

Good Morning. I would like to bring to your consideration that my cousin wedding is schedule on 30th of this month and we need to go to Atlanta for the same. Our whole family is waiting for this moment for so long and finally it has come. I really want to attend the same as it is the first wedding in our family and we all are very much enthusiastic about the same. So, I would be very grateful to you if you grant me ten days leave to attend the wedding. I assure you, after returning I will finish my syllabus on time and will score well in exams as always.

I hope you will consider my request and sanction me leaves for the wedding.

Thanking you,

Yours faithfully'

Suzanne Smith

School Leave Application Template

To,

Date (Date on which application is written)

From,

Sub: _____

Respected _____,

My name is _____ and I am a student of your school studying in class _____ (mention your class)_. Due to some personal reason, I and my family need to go out of town for few days. It is basically for _____ (give reason). I know exams are approaching, but I would be very thankful to you if you grant me _____ (specify period) days leave. I assure you, as always I will not disappoint you this year also.

I hope you will consider my request and grant me leave for _____ days.

Thanking you,

Yours faithfully,

(_____)

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