

ADMISSION

Leave Application etc.: Download the format

**Format of Leave Application
(for Sick leave)**

Date :

To
The Principal
Jindal School
Soyabali, Barbil

(Through the Class Teacher)

Sir,

Sub. : For grant of leave.

As my ward studying in Class Sec is /
has been suffering from since for which he/she is
likely to be under treatment upto tentatively, we request you to kindly grant
him/her leave for / from to

We will be very much grateful if you kindly grant the leave. Medical certificate will be
produced before the class teacher at the time of resuming the classes.

Thanking you,

Yours sincerely,

.....
(Signature of Parent / Guardian)

Admission No.....

**Format of Leave Application
(other than sick leave)**

Date :

To
The Principal
Jindal School
Soyabali, Barbil

(Through the Class Teacher)

Sir,

Sub. : For grant of leave.

As my/our ward(s)
..... studying in Class Sec
..... will not be able to attend the school on / from..... to

We will be very much grateful if you kindly grant the leave.

Thanking you,

Yours sincerely,

.....
(Signature of Parent / Guardian)

Admission No.....