

LEAVE APPLICATION

To,

St. Joseph's Sr. Sec. School, Kanpur
Defence Colony
Jajmau, Kanpur-208010

Dear Madam,

This is to inform you that my Son/daughter.....
Of class.....Section.....Roll No..... will be/was absent
from school, because.....

.....

On the following date/s.....

I request that leave of absence may be granted to my son/daughter for the
dates mentioned above.

Dated :.....

(Parent/Guardian)

Kanpur