

Date: _____

To,
The Principal,
Amar International School,
Motihari, Bihar - 845401

Sub: Request For Leave for my son/daughter

Dear Mam,

This is to inform you that my son/ daughter.....(Reg No.....) studying in class
..... sec:..... will be/was absent from the school from date _____ to _____
due to _____.

I request you to kindly grant the leave of absence.

Thank you

Yours sincerely

Parent Name: _____

Mobile No. _____