

Application for Early Leave from Your School

Question: write an application to the headmaster of Your School requesting him for leave after the second period.

Or, write an application to the headmaster of your school requesting him for early leave.

Answer:

19 January,
Faijur Rahman ideal Ideal institute.
Dhaka, Bangladesh.

Subject: application for early leave.

Sir,

I have the honour to state that I am a student of class teen of your school. I have attended my class on time today. But suddenly I am feeling server headache. Now, I am quite unable to continue the rest of the class. So, I need to go home immediately.

I, therefore, would like to request you to grant my leave after the second period and oblige thereby.

I remain.

Sir,

Yours truly,

Kamrun Nahar

Class – Teen

Roll no -01

Or,

Application to The Headmaster/Headmistress for Early Leave

Question: Suppose you are at school. You have caught a cold. So, you are unable to stay at school any longer. Now write an application to the headmaster/headmistress for early leave.

Answer:

October 14, 2018,
The Headmaster.
Dhanmondi Boys High School.
Dhaka.

Sub: Prayer for early leave.

Sir,

I beg most respectfully to state that I am quite unable to stay in the classroom any longer because I am attacked with cold and fever.

May I, therefore, request you to grant me leave of absence for the remaining periods and oblige thereby.

I remain,

Sir,

Your most obedient pupil

Asif Hasan

Class-ix,

Rool-No-12 15.