

Application for Leave in Advance

Question: write an application to the headmaster of your school praying for leave in advance.

Answer:

11 January,
2013 The headmaster,
Homna govt. High school,
Homna, Comilla.

Subject: application for leave in advance.

Sir,

I have the honour to state that I am a regular student of your school. The marriage ceremony of my sister will come off on the 15th instant. For this, I shall have to remain busy with different sorts of works. So I am daily in need of three days leaves from the 15th to the 17th instant.

I, therefore, would like to request you to grant me advance leave for those days only and oblige thereby.

I remain,

Sir,

Yours truly,

Atiqur Rahman

Class-teen

Roll no – 01.

Or,

Application to the headmaster for praying for Leave in Advance

Question: suppose, you are Sheikh Saadi. The marriage ceremony of your elder sister comes off on the 15th instant.

Now, write an application to the headmaster praying for leave in advance.

Answer:

11 February 2014

The Headmaster

X high school, Dhaka.

Subject: prayer for advance leave.

Sir,

I beg most respectfully to state I am a regular student of your traditional school. The marriage ceremony of my sister will come off on the 15th instant. For this, I shall have to remain busy with different sorts of works. So, I would not be able to attend school at the 14th instant.

I, therefore, pray and hope that you would be kind enough to grant me advance leave for those days only.

I remain,

Sir,

Your most obedient pupil,

Md. Sheikh Saadi

Class: viii, Roll No: 1