

Application for Leave of Absence

Question: write an application to the headmaster of your school for a leave of absence.

Or,

Write an application to the headmaster of your school praying for three days, past leave.

Answer: 13 January 2012

The headmaster,
Ghior D.N pilot high school,
Ghior, Manikgonj

Subject: Application for leave of absence.

Dear Sir,

I have the honour to state that I am a student of class ten of your school. On the 9th instant, while I was returning home from school, to go wet in sudden rain and caught a cold. Later, I had a fever and a severe cough that night. As a result, it could not come to school from the 10th to the 12th instant.

I, therefore, would earnestly request you to grant me the leave of absence for those days only and oblige thereby.

I remain,

Sir,

Your most obedient pupil,

Md. Atiqur Rahman

Class-ten,

Roll no – 2.

Or,

Question: Suppose you are students of govt. Coronation Girls High School, Khulna. You could not attend the school for five days on account of your illness. Now write in application to the headmistress praying for leave of absence.

Answer:

6 February 2015

The headmistress

Govt. Coronation Girls High School, Khulna.

Subject: Prayer for leave of absence.

Madam, I beg most respectfully to state that I could not attend the school from the 1st to 5th instant on account of my severe fever and a bad headache.

I, therefore, pray and hope that you would be kind enough to grant me the leave of absence for those days only and oblige thereby.

I remain

Sir

Your most obedient pupil

Ms Shamsia Latif

Class-VII, Section-A.

Roll-5.