

Application for Leave of Absence for A Week

Question: Neela needs leave of absence from school to go to Singapore. She wrote a letter of application to the headmistress of her school asking for leave.

Answer:

4 January 2018

The Headmistress,
Pirbaree Girls High School,
Boropara, Manikgonj.

Subject: Leave of absence for a week.

Dear Madam,

This is to inform you that I'm in need of a week leave. My father works in Singapore. In a lucky draw, he has won a Dhaka-Singapore-Dhaka ticket with three day's hotel accommodation. He has sent the ticket to me. If I am granted leave, I would be able to join him by the end of September.

I wish you would consider my case and allow me the leave.

Faithfully yours,
Neela, Class IX.
A Roll 21.