

Leave Application

Format to be photocopied and used by parent for leave application

Date: \_\_\_\_\_

The Principal  
Delhi Public School  
Greater Faridabad  
Dear Ma'am

I wish to communicate that my ward \_\_\_\_\_ of class/ section \_\_\_\_\_  
Supervision/ Bus No. \_\_\_\_\_ will be absent / could not attend school from \_\_\_\_\_ to \_\_\_\_\_  
on account of (please detail the reason) \_\_\_\_\_

I request you to grant leave for the period mentioned above and oblige.

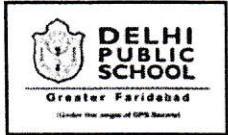
Yours sincerely

Parent's Name & Signature \_\_\_\_\_

Remarks of Principal \_\_\_\_\_

\_\_\_\_\_  
(Principal's Signature)

Information to \* Class Teacher \* Bus/ Supervision Incharge \* Transport Officer



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