
The following letter has to be typed/ handwritten in the following format:

FORMAT FOR APPLICATION OF LEAVE EXCEEDING 1 DAY

To

The Pricipal

J. J. Academy High School & Jr. College

Mumbai

SUB: Absence from School

Madam,

My daughter/ son, Ms./Mst. _____

studying in Std _____ Div: _____ was ill for _____

_____ days, from _____ to _____

She/ He was diagnosed for/with _____

Attached is the medical certificate.

I request you to kindly allow her/him to attend classes.

Thanking you,

Signature