

**LEAVE APPLICATION FORMAT**

**Dated:** \_\_\_\_\_

To,  
The Class Teacher  
Vajra Army Pre-Primary School  
Jalandhar Cantt.

**Application For Leave**

Dear Sir/Madam,

You are requested to grant leave to my ward Master/Miss \_\_\_\_\_

S/D/O \_\_\_\_\_ of Class & Sec \_\_\_\_\_ of  
\_\_\_\_\_ Days (Total No of Days) From \_\_\_\_\_ to \_\_\_\_\_

Purpose/Reason for Leave \_\_\_\_\_.

(Attach a medical Certificate for medical leave).

With regards,

\_\_\_\_\_  
(Father's Name)

\_\_\_\_\_  
(Mother's Name)