

Application For Leave in School For 1 Day

Alex Martinez

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April 2, 2024

To,

Ms. Elizabeth Johnson

Principal

Hometown Middle School

5678 Oak Avenue

Hometown, NY, 10002

Subject: One-Day Leave Application

Dear Ms. Johnson,

I hope this letter finds you in good health. My name is Alex Martinez, and I am a student in the 7th grade, Section B, at Hometown Middle School. I am writing to request your permission for a one-day leave on April 4, 2024, due to a dental appointment.

Despite my commitment to my studies, this appointment is necessary and was the earliest available slot from my dentist, who recommends immediate attention to my dental health. I have already spoken to my class teacher, Mrs. Clark, and arranged to collect any assignments and notes from my classmates on the following day.

I kindly request your approval for this leave and assure you of my dedication to maintaining my academic responsibilities.

Thank you for your understanding and consideration of my request. I am hopeful for a favorable response and am available for any further information you might need.

Yours sincerely,

Alex Martinez

Student ID: 78910