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# Casual Leave Application For Teachers

[Your Name]

[Your Position, e.g., High School Math Teacher]

[School Name]

[School's Address]

[Today's Date]

To,

[Principal's/Head of Department's Name]

[Their Position, e.g., Principal]

[School Name]

[School's Address]

**Subject:** Application for Casual Leave

**Dear [Principal's/Head of Department's Name],**

I hope this letter finds you well. I am writing to request a casual leave for [number of days], on [specific date(s)], due to [mention the reason briefly, e.g., a family commitment, personal matters].

To ensure the continuity of the learning process for my students, I have prepared detailed lesson plans for the substitute teacher and have briefed [Substitute Teacher's Name, if arranged] about the specifics of the classes during my absence. I have also arranged for [any additional arrangements, e.g., grading, homework collection] to be managed accordingly.

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I understand the importance of planning and have therefore taken these steps to minimize any inconvenience my absence may cause. I will be available via email for any urgent queries or clarifications needed during this period.

I kindly request your approval for my casual leave application. I appreciate your understanding and support regarding this matter and thank you in advance for considering my request.

Please let me know if any further information is needed or if there are forms I should complete as part of this request.

Thank you for your time and consideration.

Warm regards,

**[Your Signature, if submitting a hard copy]**

**[Your Name]**

**[Your Contact Information]**