



## SHRI B.S.MOOTH A GIRLS SENIOR SECONDARY SCHOOL

No.80, Brindavan Street, West Mambalam, Chennai – 600 033.

### LEAVE LETTER

To

**The Class Teacher**

Sri B.S.Mootha Girls Sr.Secondary School  
Chennai – 600 033.

Student ID No : \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_

Section : \_\_\_\_\_

Leave : From \_\_\_\_\_ To \_\_\_\_\_

No.of days leave : \_\_\_\_\_

Reason for Leave : \_\_\_\_\_

Enclosed Medical Certificate : yes / No

Letter submitted on : \_\_\_\_\_

Signature of the Parent

Signature of the  
Class Teacher