**Application Writing for Class 6**

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**Navya Sharma**Class 6A, Roll No. 12  
Blue Bells School  
New Delhi

October 18, 2024

**To,  
The Principal,**Blue Bells School,  
New Delhi

**Subject:** Application for Leave of Absence

**Respected Sir/Madam,**

I hope this message finds you well. I am writing to inform you that due to a family function, I will not be able to attend school from October 21 to October 23, 2024. This function is of significant importance to my family, and my presence is required.

I assure you that I will catch up on all missed assignments and classwork upon my return. I kindly request you to grant me leave for the mentioned dates. I have also informed my class teacher about this, and I will make sure that all necessary permissions are secured.

Thank you for considering my request. Please let me know if you need any more information from my side.

**Yours obediently,**

**(Signature)**Navya Sharma  
Class 6A