

Application Writing for Class 6

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