
Application Writing for Student

Rohan Singh

Class 9B, Roll No. 21

Greenwood High School

Bangalore

October 18, 2024

To,

The Principal,

Greenwood High School,

Bangalore


Subject: Application for Leave of Absence

Respected Sir/Madam,

I hope this letter finds you well. I am Rohan Singh, a student of Class 9B, writing to request a leave of absence from school for three days, from October 22 to October 24, 2024.

The reason for my request is that my family will be traveling to Delhi to attend a wedding ceremony. It is a significant family gathering, and my presence is expected. I assure you that I will take all necessary steps to catch up on any missed classes and assignments upon my return.

I kindly request your approval for my leave application. I have informed my class teacher and will ensure that all homework is completed in advance.



Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

(Signature)

Rohan Singh

Class 9B