

Leave Application Form

Name: _____,

Class: _____, Roll No.: _____,

Date: ____/____/____.

To

The Class teacher,

_____ department,

K.K. Wagh Women's Polytechnic,

Nashik.

Subject: Application for _____ leave

Respected Sir / Madam,

I, the above applicant is a student of _____ (class). I want
_____ day(s) leave as I *am not feeling well* /

_____ (specify the reason for which leave required) .

Therefore, I hereby request you to grant me the leave. I assure you that I will complete my study and all the assignments on my own. Also, I will bring the request letter from my parent for the same.

Thanking you.

Yours Sincerely,

Sign. - _____

Name - (_____)

Remark: _____

Name

& Dated Sign of the class teacher. _____