

## Leave Request Letter for School

From,  
Rechab Sharma,  
Geet Garden Street 560,  
Las Angeles, USA-49990

Date: 4 March 2063

To,  
The Class-Teacher  
Grade - A  
Joshaep Dickoud  
45/23 - C, Block -B,  
Newtons Road, Boston,  
USA-90568

Subject: Request For Leave

Respected Ma-am,

I Rechub ---- (mention relation) studying in your class ----- would like to inform you about the absence from ----- to ----- (mention dates) due to ----- (mention the reason).My son/daughter will not be able to classes, but will be taking extra classes from you later and will also catch up on the syllabus with notes and lessons from my classmates.I would request you to kindly consider the leave application and grant us permission for the same.

Thanking you,

Yours Sincerely,  
Rechub Shrama  
(F/O \_\_\_\_\_  
(child's name),  
Grade-\_\_\_\_\_)