

# Leave Application

The Principal

OPS International School

Kunjpura Road

Karnal

Dear Madam,

This is to inform you that my son/daughter.....

Class.....Section.....Roll no.....

Will be/was absent from the school on the following date/dates.....

Because .....

.....

.....

I request the leave of absence may be granted and exemption from any activities to be held during this period may kindly be considered.

**Yes**

**No**

Thank You,

Yours Truly,

Date.....

.....

**(Parents/Guardian)**