

To,  
The Principal,  
MPS CBSE Rajawadi,  
Ghatkopar.

Date -

Sub - request for Leave.

Respected Sir,

I am Parent of \_\_\_\_\_ studying in Std \_\_\_\_\_.

I want leave for my child from \_\_\_\_\_ to \_\_\_\_\_.

Reason for leave is \_\_\_\_\_.

Kindly allow me the leave.

Yours Faithfully

Name of Parent -

Std -

Contact Number -