

To

The Principal
Shree Manakamana Secondary English Boarding School
Biratnagar-15, Nepal

Subject: Application for Leave

Respected Sir/Madam,

I hope this letter finds you well. I am, a student of Class
at your esteemed institution. I would like to request leave for days from
to due to

I kindly request you to grant me leave for the mentioned period. I assure you that I will make
up for any missed lessons or assignments during my absence.

Thank you for your kind consideration.

Yours faithfully,

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Class

Date:

.....

Signature