

Leave Letter

From:

S. Servesh
[Your Address]
[City, PIN Code]

To:

The Class Teacher
[School Name]
[School Address]

Subject: Leave Application for One Day

Respected Sir/Madam,

I am S. Servesh, a student of your school. I am suffering from a fever and am unable to attend school today. Kindly grant me leave for one day (31 July 2026).

I will be thankful for your kind consideration.

Yours obediently,

S. Servesh