

STD 6

WRITING TASK

Leave Letter

**Satish Kumar
Plot no 134
Main Road
Kanbargi
Belagavi**

12 July 2023

**The Principal
Love Dale Central School
Shree nagar
Belagavi**

Subject: Leave application for four days.

Dear Madam

I Satish Kumar student of VI Aura would like to bring to your kind attention that due to fever, I will not be able to attend the classes for next 4 days. I request you to kindly grant me leave for 4 days from 12 July to 15 July. I shall be grateful to you.

Thanking you

Yours Sincerely

Satish Kumar

SATISH KUMAR