[Your Name]

[Your Address]

[City, State, Pincode]

[Date]

To,

The Principal

Good Shepherd Central School.

Belagavi.

Subject: Application of leave for sister's wedding

Respected Principal Ma'am,

I am writing to request a leave of absence for 4 days from [start date] to [end date] as my sister's wedding is scheduled to take place during this period. I would like to attend this important family function and participate in the celebrations.

I will ensure that I complete all my pending assignments . I would be grateful if you could approve my leave request.

Thanking You

Yours Sincerely,

[Your Signature]

[Your Name]

[Your Name]

[Your Address]

[City, State, Pincode]

[Date]

To,

The Principal,

Good Shepherd Central School,

Belagavi.

Subject: Leave of absence for two days due to Illness

Respected Principal Ma'am,

I am writing to request a leave of absence for two days, [start date] to [end date], as I was unwell and needed some time to recover.

I assure you that I will complete all my pending assignments .A medical certificate is attached for your reference.

Thanking You,

Yours Sincerely,

[Your Signature]

[Your Name]