

## LETTER WRITING FORMAT.

- 1) Write a letter to the Principal of your school requesting him/her to grant you leave to attend your sister's wedding.

[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.....(your name) from class..(VIII A) want to bring to your kind attention that due to..(mention the reason)I will be unable to come to school, from (date) to (date).

I would like 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 understand the significance of attending school, but attending my sister's wedding is of great importance to me and my family. I promise to make up for any missed work upon my return and to attend extra classes, if necessary, to ensure I am up-to-date on my studies.

Thank you for your consideration, and I look forward to your response.

Thanking You

Yours Sincerely,

[Your Signature]

[Your Name]

2) Write a letter to the Principal of your school requesting him/her to grant you leave of absence due to illness.

[Your Name]

[Your Address]

[City, State, Pincode]

[Date]

To,

The Principal,

Good Shepherd Central School,

Belagavi.

Subject: **Leave of absence due to Illness**

Respected Principal Ma'am,

I am.....(your name) from class..(VIII A) want to bring to your kind attention that due to..(mention the reason)I will be unable to come to school, from (date) to (date).

I request you to kindly grant me leave of absence for the above mentioned dates , [start date] to [end date], as I will need some time to recover.

I assure you that I will catch up with all my pending studies and assignments if any .A medical certificate will also be attached for your reference.

Kindly do the needful.

Thanking You,

Yours Sincerely,

[Your Signature]

[Your Name]