

Students Leave Letter Format

From

Date:

Student Name :

Grade & Section :

Name of the Parent :

Address :

.....

.....

To

The Principal

Athena Global School

Chidambaram-608602

Sir

My son will/ could not attend the school on (date)due to (reason)
..... I request to you grand leave for the above day/s.

Yours faithfully

Signature of the parent

Note: If leave is taken for more than 4 days medical certificate to be submitted from a physician.