

LEAVE APPLICATION LETTER FOR STUDENTS
(SAMPLE LETTER)

Dear Class Master / Mistress,

My son/daughter _____ (Student's Name)
is currently studying at Form _____ Class _____ at your School
(Class Number _____), hereby applying for leave for _____
(day(s)) due to _____ (reason).
The leave will be taken from _____ (Day) _____ (Month) _____
(Year) to _____ (Day) _____ (Month) _____ (Year).

Yours faithfully,

Signature of Parent / Guardian :

Date: _____

Notes:

1. Any leave application has to be submitted together with a Parent's Letter.
2. For sick leave application over one day of leave, a Medical Certificate has to be produced alongside with the leave application form.
3. Students must apply for casual leave at least three days in advance together with a Parent's Letter and other relevant supporting documents.