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Formal Letter Format

Format Of Formal Letter To Principal (Two-Day On-Duty Leave)

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The Principal

ABC Public School

T Nagar

Chennai

12/07/2022

Subject: Request for on-duty leave for two days

Respected Sir

My name is Vikrant S. I am a student of class X (B). I've been chosen to compete in the state athletic competitions, which will take place at the M. A. Chidambaram Stadium in Chepauk on the 15th and 16th of this month. To represent the school and take part in the competitions, I need an attested on-duty application. I humbly ask that you send me a genuine certificate and an application for on-duty status so that I won't lose my attendance. I will be grateful for your help.

Thanking You

Yours Obediently

Vikrant S

Class- X (B)

Roll No. - 21