

# School Leave Application

Linda Martin,

Roll 12,

Grade XII

18 September 2006

To

Mr. Ronald Lee,

Class Teacher,

Alaska International School,  
Alaska

Dear Mr. Lee,

I am Linda Martin and am a student of grade XII. I was sick yesterday with running temperature and stomach upset. I could not attend school for the same reason. I understand that the test conducted yesterday was of utmost importance and I apologize for not being able to take it. However if you are kind enough to conduct it again for my benefit, I would be grateful to you. If that is not possible, I will understand the concern and I am ready to forego the marks for it.

Kindly consider my request.

Thanks

Sincerely,

Linda Martin

Find here more [Sample leave letters](#)