

Date: __/__/__

To,

The Principal,
Pratibha International School,
Chinchwad Pune-19.

Sub: - Application for half day leave.

Respected Ma'am,

With due respect, I, (Name of Parent) _____ parent of
(Name of Child) _____ Studying in STD _____ Div _____
Due to (reason) _____,

I understand that his/her classes are important but I humbly request you to kindly grant half day leave.

Thanking You.

Sincerely Yours,
