

## Leave Application

**The Principal**  
**S B R Maheshwari Vidyapeeth,**  
**Surat.**

**Date:** \_\_\_\_\_

Respected Madam

This is to inform you that my ward \_\_\_\_\_

studying in class & sec. \_\_\_\_\_ will remain absent from / on

\_\_\_\_\_ to \_\_\_\_\_ reason being

\_\_\_\_\_  
\_\_\_\_\_

Kindly grant leave for the same.

Parent's Name: \_\_\_\_\_

Parent's Sign: \_\_\_\_\_

**Approved /Not Approved**

\_\_\_\_\_  
**Principal**