

## Format of Leave Application

**To,  
The Principal,  
Prabhat Kids School,  
Akola.**

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

**Subject :** \_\_\_\_\_

Respected Sir / Madam,

Kindly grant \_\_\_\_\_ day / days leave to my son / daughter / ward.

Student's Name : \_\_\_\_\_

Std. & Div.: \_\_\_\_\_

Leave from : \_\_\_\_\_ to \_\_\_\_\_

Reason for leave : \_\_\_\_\_

My ward will complete his / her pending studies.

**Signature**