

Leave Application of Student for going Outstation

There may be situations when you have to miss class for attending some function out of station and it is important to inform the same to your Principal/ H.o.D/ Class teacher.

Have a look at a sample application for such leaves:-

To,

The Class teacher,

[Name of the branch],

[Address],

[Date]

Subject: Application for leave.

Respected Sir/Madam,

I am a student of [Your semester] from [your branch]. Next week, my cousin's marriage has been scheduled at Delhi and I want to attend it. Therefore, it is not possible for me to attend school from [start date] to [end date]. Therefore, I request you to kindly grant me leave for [number of days] days so that I can attend my family function. I shall be really thankful to you.

Thanking you,

Yours obediently,

[Your Name]

[Branch]

[Regd no.]