School and College Application Formats

14 ready formats. Replace everything in [square brackets]. Keep the letter short and polite, and sign it in ink.

1. Leave application for sickness

To,

The Principal,
[School name], [City]

Subject: Leave for [number] days due to illness

Respected Sir / Madam,

I am [student name], a student of Class [class and section], roll number [roll]. I was unwell with fever from [date] and the doctor advised rest.

Kindly grant me leave from [from date] to [to date]. A medical certificate is attached. I will complete the missed work.

Yours obediently,

[Student name], Class [ ], Roll No. [ ]
Counter-signed by parent: [Parent name and signature]

2. Leave application for a family function

To,

The Principal,
[School name], [City]

Subject: Leave for my [sister's / brother's / cousin's] wedding

Respected Sir / Madam,

I am [student name] of Class [class]. I have to attend the wedding of my [relation] in [city] from [from date] to [to date].

Kindly grant me leave for these [number] days. I will catch up on the classwork and homework.

Yours obediently,

[Student name], Class [ ], Roll No. [ ]

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Fourteen ready letters for students and parents: sick and function leave, parent leave notes, transfer certificate, fee concession, bonafide and character certificates, scholarship and more.

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