

Application for Sick leave

To,
The Principal,
Scope public Hi. Sec. school
Misrod Bhopal

Subject - Application for sick leave
Respected madam,

With due respect, I beg to say that I am ill. I cannot come to school 3-4 days so kindly grant me leave for 3 to 4 days. I shall be utterly obliged.

Thanking you ahead of time.

Yours faithfully

XYZ

H-class

Date

Ques. Write an application to the principal for sick leave.