



Leave Application

School Leave Letter Format – Sick Leave

Sheela Raj
M/O Keshav
DAV Matriculation Higher Secondary School
Mysore – 570045

25th July, 2023

The Principal
DAV Matriculation Higher Secondary School
Mysore – 570045

Subject: Sick leave request

Sir / Madam,

My son Keshav has been admitted at KIMS Hospital due to severe food poisoning and fever. The doctor has advised him to take complete rest at least for a week. He has become completely weak and anaemic.

I request you to kindly understand our situation and grant him leave for a week from May 7th to May 12th. I am attaching the medical certificate for your reference.

I will make sure that he completes all the assigned tasks once he gets back to school.

Thank you

Yours Truly
Sheela Raj

Letter to Principal for Leave – Going Out of Station

Adharsh
Class VII B
Perks Matriculation Higher Secondary School
Coimbatore – 641056

25th July, 2023

The Principal
Perks Matriculation Higher Secondary School
Coimbatore – 641056

Subject: Leave request for going out of station

Sir / Madam,

I am Adharsh, a student of Class VII B. As my brother is getting married on the 31st of July, I will have to leave along with my family tomorrow (26th of July) to Kerala. I will be returning to Coimbatore on the 1st of August.

I would be highly obliged if you could kindly grant me leave for a week (26.07.2023 – 02.08.2023).

I will make sure to find out the lessons completed during the week and submit all of them in a week's time.

Thanking you

Yours faithfully
Adharsh
Class VII B

Letter of Absence

Dennis A
F/O Renita
Nehru Vidhyalaya
Malda – 732101

25th July, 2023

The Principal
Nehru Vidhyalaya
Malda – 732101
West Bengal

Subject: Letter of Absence

Sir / Madam,

I am Dennis, father of Renita (student of Class VIII C). This is to inform you that my daughter met with an accident on her way to school this morning, and she is admitted at Hem Hospital. She has been injured badly, and the doctors are doubting possible fractures as well.

I request you to kindly excuse her absence from school until she recovers completely.

I will take the help of her teachers and friends to keep track of the daily lessons and tasks. I will also provide the medical certificates when she gets back to school.

Thank you in advance for understanding.

Yours faithfully,
Dennis A

Enquiry Letter

Business Enquiry for Bulk Purchase of Materials

89B, Shamma Cottage,
Karaikudi,
Tamil Nadu-630202

2nd January 2022

The Manager,
Suraj Cloth Organisation,
Katargam,
Surat - 395003

Subject: Bulk Purchase of Fabrics

Sir / Madam,

I am writing this letter as I have the intention to buy cloth materials in bulk. I came across your store and have told your supply manager about it.

I own a boutique that sells tailored wear and need the right materials for a sari, salwar suits, and lehenga.

I'm looking for crepe, georgette, double georgette, linen, cotton, cotton floss, jute, brass floss, and chiffon materials. I would appreciate it if you could send us the colors and patterns available in these categories and their prices.

Once we see the different patterns and colors, we'll let you know what you can send us a sample of. If you have any queries about the points mentioned in the letter, feel free to contact me.

Thank you,
Yours sincerely,
ANIRBAN ROY

You are Anamika, a student of class XII and resident of 33 D, Ring Road, ITO, New Delhi, and wants to be a choreographer. Write a letter to the director, the National Institute of Choreography, Noida, seeking information about their course, admission procedure, eligibility criteria and other necessary details.

33 D, Ring Road, ITO
New Delhi 1100XX

1 July 20XX

The Director
National Institute of Choreography
Sector 16, Noida 102XXX

Subject: Inquiry regarding course in choreography

Sir / Madam,

Referring to your advertisement regarding the courses in choreography offered by your reputable institute, I want to state that I am currently in XII class and preparing for my final exam. I am very much interested in dancing and want to take it as a career. I am also given to understand that this institute is by far the best so far as choreography is concerned and I would very much like to be part of it. Kindly send me the prospectus and the application form. I would be highly grateful if you could provide me with the following information:

The department and programme faculty
Funding opportunities
Scholarships available
Admission procedure
Eligibility criteria
Hostel facilities

Kindly send me the brochure along with the enrolment form at the earliest so that I could register myself for the course.

Thank You
Yours faithfully
Anamika