

The Principal
Heligar Borden Education Centre
Panki, Kanpur

Date

Application For Leave

Dear Madam,

You are requested to grant leave to my ward
Master/Miss
of Class & Sec.
From To
or (Total No. of Days)Days.

Purpose/Reason for leave :
.....

(Attached medical certificate, if sick leave)

With regards

.....

Sign. of Father

.....

Sign. of Mother

