Date: 1 June 2026

To,
The Class Teacher
Green Valley Public School

Subject: Leave application for Aarav Mehta, Class 7 B

Respected Sir/Madam,

I am the parent of Aarav Mehta, a student of Class 7 B (Roll No. 21). I request you to grant him leave for three days, from 10 June 2026 to 12 June 2026, to attend my sister's wedding in Jaipur.

We will make sure he completes the classwork and homework missed during this period.

Kindly grant leave for the above days.

Yours faithfully,

Ritu Mehta
Parent of Aarav Mehta
+91 98450 12345