Date: 1 June 2026

To,
The Class Teacher
Green Valley Public School

Subject: Application for leave

Respected Sir/Madam,

With due respect, I beg to state that I am a student of Class 7 B in your school. I will not be able to attend school for three days, from 10 June 2026 to 12 June 2026, to attend my sister's wedding in Jaipur.

I will complete all the work I miss and catch up with my lessons as soon as I return.

Kindly grant me leave for these days. I shall be thankful to you.

Yours obediently,

Aarav Mehta
Class 7 B, Roll No. 21