**Activity - Insert the text**

Insert the name of your school, its address, your name, class, dates and reason for leave in the format given

To,

The Principal,

(Name of School),

(Address of School)

Sub: Application for Leave

Respected Sir/Madam,

This is to bring to your esteemed attention that I, (Name of the Student), of Class (Mention class) will not be able to attend the school from (date when the school will be missed) to (date when the school will be missed) as (Reason for Leave). Kindly grant me leave for the same.

Thank you,

Yours Sincerely,

(Name of the Student)