

To

The Principal/Class Teacher

Motithang Higher Secondary School

Thimthrom



Sir/Madam

I, Mr. / Mrs. _____

(mention relationship) of the following student would like to request for leave on his/her behalf from the school

Name of the student: _____

Class & Section: _____

Reason for leave: _____

Number of days: _____

From : _____ To _____

Date of joining back to school: _____

Thank you

(Name, signature and contact number of parents)

(Leave sanctioned/Leave not sanctioned)

Vice Principal

SSSD