

Name : _____

Designation : _____

Mobile No. : _____

Date : ____ / ____ / ____

To,
The Principal,
Bhartiya Sainik School
Sikar, Rajasthan 332021

Subject : Leave Application

Respected Sir,

I would like to request leave of absence from ____ / ____ / ____ [Start Date] to
____ / ____ / ____ [End Date] due to _____
_____ [Reason for leave].

I have made arrangements to ensure my classes are covered during my absence and will catch up on any missed work upon my return.

Thank you for your consideration.

Sincerely,

Signature

For Office Use Only

Recommended by : _____

Approved by : _____

Signature : _____

Date : ____ / ____ / ____