

To,  
The Principal  
Ummul Qura Academy,  
Ambarkhana, Sylhet.

Sub: Application for Leave of **Absence/being late**

Dear sir,

I would like to inform you that, I was absent/being late in the school  
on \_\_\_\_\_ / from \_\_\_\_\_ To \_\_\_\_\_ for the  
reason of

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I, therefore, request you to accept my application and grant me leave for  
that / those day(s).

Yours sincerely,

Name :

Teacher's Signature:

Date:

Official use only

Proxy Teacher's Remarks:

Teacher's name:	Subject:	Signature:

Authority's Remarks:

Signature: