

C.W  
21/9/21

Rev-4

ARTICAL WRITING AND  
LETTER TO THE OFFICIAL

Date \_\_\_\_\_  
Page \_\_\_\_\_

Letter to Official

- \* Sick leave application
- \* Leave applications for marriage
- \* Leave application for maternity
- \* ~~Req~~ Resignation letter
- \* Appointment letter
- \* Job offer letter
- \* Complaint letter

To  
The Principal,  
(School Name) ODM PUBLIC SCHOOL  
Patia, Bhubaneswar

Subject: Sick Leave Application for  
School

Dear Sir,

With due regard, I want to notify you that my child Yash Vardhan Naik is a student of class 8, of your school. Due to some wellness issues, my boy/girl is hospitalized and is recommended to be in a doctor's monitoring for few days. My family members are taking care of him/her in hospital, right now and we are not in a state to send him/her to school.

Hence, I beg you to please understand our position and grant my child leave for (mention number of days) for 5 days from 23/9/21 to 27/9/21. I am inserting a medical document from the doctor for your reference. Please you that he/~~or~~ she will attend the school daily going forward.

Thanking you.

Yours sincerely