

Your Name

Sunrise Public School
Nagpur

Class 11-B, Roll No. 17

Ref: —

Date: 14 April 2026

The Principal
Sunrise Public School
Nagpur 440001

Subject: Application for leave of three days

Respected Ma'am,

With due respect, I beg to state that I have been suffering from viral fever since last night and the doctor has advised me complete rest for three days. Therefore, I will not be able to attend school from 16 to 18 April 2026.

Kindly grant me leave for these three days. I will complete the classwork and homework I miss with the help of my classmates and teachers. A copy of the medical certificate is attached.

Thanking you.

Yours obediently,

Your Name

Class 11-B