

Date:/...../2021

To,

The Principal.

(Name of the school).

(Write your school address).

Subject: Application for Sick leave.

Dear Sir/Madam,

With due respect, I want to say that I am not in a position to go to the school as I am down due to fever. I have been recommended by our family doctor that I have to take proper rest for at least [number of days days].

Therefore, In this manner, mercifully allow me to take off from (begin date) to (conclusion date). I shall be really thankful to you.

Thanking you.

Yours obediently.

[Your Name]

[Class and section]

[Roll No:]