To,

The Principal,

P.B.A.B. Govt. School,

Kolkata-700124.

Date: 3rd May 2019.

**Subject:** Leave Application For Fever

Respected Sir/Madam,

With due respect, I Puja Roy **(Your Name)**, a student of class VII (A), was suffering from severe fever due to the sore throat problem for the last 5 days from 28th April to 2nd May 2019 **(Mention Date)**. During this period due to the severe fever, I couldn’t attend school.

For that reason, I am now requesting you to kindly grant me leave for those five. Please give me a favor of granting my leave for those days and I will be very grateful to you for this kind act.

Thanking you.

Yours faithfully,

Puja Roy **{your full name}**,

Class- VII (A) **{class and section in which you study}**.

Roll No. 8 **{State your roll number here}**.