To,

The Headmaster,

P.B.A.B. High School,

Kolkata-700001.

Date: 23rd July 2019.

**Subject:** Application for One Day Leave

Respected Sir/Madam,

With due respect, I Sayan Sharma **(Your Name)**, a student of class IX (B) **(Mention your class ans section)**, of your school **(mention the school name)**, would like to inform you that today during the 2nd period all of a sudden I felt severe headache. And thus can’t concentrate on my class any further. Therefore I am requesting you to give me this one day leave as I am not feeling very well.

I will be highly grateful to you if you grant me one day leave as I am not feeling well due to severe headache.

Thanking you in advance.

Yours Faithfully,

Sayan Sharma **(Your Name)**,

Class- IX **(Your Class)**,

Section- B **(Mention Section)**,

Roll No.- 12 **(Your Roll No.)**.