

LEAVE APPLICATION FORM

Date:-.....

To

The Principal

Ipsium International School, Balangir

Dear Mam/Sir

You are requested to grant leave to my Son/Daughter _____

_____ of class & section _____ from

_____ to _____ for (total number of days) _____ days.

Purpose/Reason for leave

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With regards,

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Signature Parent/Guardian