

# Half Day Leave Application for School/College

## 1. Medical Appointment Necessity in Half Day Leave Application for School/College

To,  
The Principal,  
[School/College Name],  
[Address],  
[City, Pincode]

Subject: Half Day Leave Application for Medical Appointment

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed institution, would like to request half-day leave on [Date] due to a scheduled medical appointment. The appointment is with a specialist and is of great importance, as it pertains to my health and well-being.

I assure you that I will complete all the necessary assignments and take notes from my classmates for the classes that I will miss during my absence. I would be grateful if you kindly grant me leave for half of the day on [Date] so that I can attend the appointment without any issues.

Thank you for considering my request, and I look forward to your understanding and approval.

Yours Sincerely,

[Your Name]  
Class: [Your Class]  
Roll No: [Your Roll Number]  
Date: [Date of Application]

## **2. Attending a Family Function Half Day Leave Application for School/College**

To,  
The Principal,  
[School/College Name],  
[Address],  
[City],  
[Date]

Subject: Half Day Leave Application for Attending a Family Function

Respected Sir/Madam,

I am writing to request a half day leave on [Date of Leave] as I have to attend a family function. Family gatherings are important for maintaining strong ties, and as such, I believe it is essential for me to be present at this event.

I assure you that my absence will not affect my studies, as I have already made arrangements with my classmates to take notes on the lectures and will also complete any missed assignments on time.

I kindly request you to grant me half day leave for the aforementioned reason. I would be very grateful for your understanding and cooperation in this matter.

Thank you.

Yours sincerely,  
[Your Name]  
[Class/Grade]  
[Roll Number/ID]

## **3. Urgent Personal Matter Half Day Leave Application for School/College**

To,  
The Principal,  
[School/College Name],

[Address],  
[City, Postal Code]

Subject: Half Day Leave Application for Urgent Personal Matter

Respected Sir/Madam,

I, [Your Name], a student of [Class/Year] in your esteemed institution, humbly request for a half day leave on [Date] due to an urgent personal matter that requires my immediate attention. As it is of a confidential nature, I am unable to disclose the details.

I assure you that I will make up for any missed lessons or assignments during my absence, and I will ensure that my performance in studies is not affected.

Kindly grant me permission to take a half day leave. I apologize for any inconvenience that may be caused due to my absence.

Thank you for your understanding.

Yours sincerely,

[Your Name]  
[Class/Year]  
[Roll Number]  
[Contact Number]

#### **4. Half Day Leave Application Due to Transportation Issues for School/College**

To,  
The Principal,  
[School/College Name],  
[Address],  
[City],

Subject: Half-Day Leave Application Due to Transportation Issues

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class/Year] in your esteemed institution, am writing this application to request a half-day leave on [Date] due to unavoidable transportation issues.

Due to unexpected maintenance work in my area, the usual public transportation services have been temporarily disrupted. As a result, I am unable to find a suitable alternative for commuting to school/college on the mentioned date. I have already explored different options, but none seem feasible for me to reach the institution on time.

I assure you that I will cover the missed lessons and any assignments during my absence, and I will ensure that this does not affect my academic performance. I humbly request you to kindly grant me a half-day leave so that I can resolve the transportation issue and resume attending the school/college without any further inconvenience.

Thank you for your understanding and kind consideration.

Yours sincerely,

[Your Name]  
[Your Class/Year]  
[Roll Number]  
[Date]

## **5. Participation in Extracurricular Event Half Day Leave Application for School/College**

To,  
The Principal,  
[School/College Name],  
[Address],  
[City],

Subject: Half Day Leave Application for Participation in Extracurricular Event

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class], section [Your Section], kindly request to grant me a half-day leave on [Date] as I have been selected to represent our school/college in an extracurricular event, [Event Name], organized by [Organizing Institution] at [Event Venue]. The event will take place from [Start Time] to [End Time] on the mentioned date.

My participation in this event is crucial for both my personal growth and our institution's reputation. I assure you that I will cover up the missed lessons and assignments from my classmates and teachers in due time.

Hence, I request you to kindly consider my application and grant me half-day leave on [Date]. Your support in this matter is greatly appreciated.

Thank you.

Yours sincerely,  
[Your Name],  
[Your Class & Section],  
[Roll Number],  
[School/College Name]