

Application for Absence from Exam Due to Personal Reasons

1. Application for Exam Absence Owing to Illness Recovery Period

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

Subject: Application for Exam Absence Owing to Illness Recovery Period

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class/Grade] in your esteemed institution, hereby write this application to request your kind permission to be absent from my upcoming examinations due to my illness recovery period.

Unfortunately, I have been suffering from [Specific Illness] for the past few days, and my doctor has advised me to take complete bed rest for a period of [Number of days/weeks]. As a result, I am unable to attend the scheduled examinations from [Exam Start Date] to [Exam End Date].

I request your understanding and compassion in this matter and kindly grant me permission to be absent from the exams during the recovery period. I assure you that I will complete my missed examinations as soon as I recover and get clearance from my doctor. Attached is a copy of my medical certificate for your reference.

I hope for your positive consideration and understanding of my situation. Thank you in advance for your support.

Yours faithfully,

[Your Name]
[Class/Grade]

[Roll Number]
[Contact Number]
[Date]

2. Application for Missing Exam Due to High Fever and Contagious Health Concerns

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

Subject: Application for Missing Exam Due to High Fever and Contagious Health Concerns

Respected Sir/Madam,

I am [Your Name], a student of class [Your Class/Year] in your esteemed institution. I am writing this application to inform you that I could not attend my [Subject Name] exam scheduled on [Date] due to high fever and contagious health concerns.

On the day of the exam, I suddenly fell ill with a high fever, accompanied by symptoms such as [Describe your symptoms, e.g. cough, cold, body ache, etc.]. Due to the contagious nature of my illness, my parents and I decided that it would be best if I did not attend the exam to prevent the risk of spreading the infection to my fellow students and teachers.

I have attached the medical certificate provided by my doctor, which confirms my illness and advises rest for a certain period. I kindly request you to consider my situation and grant me permission to appear for a re-examination in the [Subject Name] paper. I assure you that I will take all necessary precautions for my health and the well-being of others in the future.

I hope you will understand my situation and allow me to appear for the re-examination. I shall be highly obliged.

Thanking you,

Yours sincerely,
[Your Name]
Class: [Your Class/Year]
Roll Number: [Your Roll Number]
Date: [Current Date]

3. Out of Station Circumstances Application for Skipping Exam Attendance

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

Subject: Application for Skipping Exam Attendance Due to Out of Station Circumstances

Respected Sir/Madam,

I, [Your Name], a student of [Class/Year/Branch], Roll No. [Roll Number], request your kind attention towards an urgent matter. Due to unforeseen circumstances, I had to travel out of station, and as a result, I will not be able to attend the upcoming exams scheduled on [Exam Dates].

My family had to attend a crucial family event, which was unavoidable and required my presence. I tried my best to manage the situation, keeping in mind the importance of the exams. However, it became impossible for me to stay back and attend the exams.

I understand the significance of the exams in my academic progress, and I assure you that I have been consistent in my studies throughout the year. I request you to kindly consider my situation and provide me with an opportunity to appear for the missed exams at a later date or assign alternative assignments as necessary.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding during this difficult time. Kindly grant me permission to skip the

exam attendance on the mentioned dates and allow me to continue with my studies without any hindrance.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Class/Year/Branch]

Roll No: [Roll Number]

Date: [Date]

4. Unavoidable Family Wedding Application for Exam Absence Request

To,

The Principal,

[Name of the Institution],

[Institution Address],

[City], [Postal Code]

Subject: Unavoidable Family Wedding Application for Exam Absence Request

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class/Grade] in your esteemed institution, with a humble request for your kind consideration, would like to bring to your notice that there is an unavoidable family wedding scheduled to take place on [Date of the Wedding]. Consequently, I will be unable to attend the examination scheduled on the same day.

The wedding is of my close relative, and my family's presence is of utmost importance. Despite understanding the significance of the exam, it is difficult for me to remain absent from this once-in-a-lifetime family event. I assure you that I have been consistent in my studies and have been preparing diligently for the examination.

In light of this situation, I kindly request you to grant me permission for my absence on [Date of the Wedding] and, if possible, consider rescheduling my

examination or providing me with an opportunity to appear for a supplementary exam at a later date.

I hope you understand the dilemma I am facing and consider my request. I assure you that I will put in extra effort to catch up on any missed material and perform well in the rest of my examinations.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

[Class/Grade]

[Roll Number]

[Contact Number]

5. Application for Exam Non-Attendance Due to Bereavement and Mourning Period

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

Subject: Application for Exam Non-Attendance Due to Bereavement and Mourning Period

Respected Sir/Madam,

I, [Your Name], a student of class/semester [Class/Semester details], roll no. [Roll number], humbly request to bring to your kind attention that I have recently faced a tragic loss of a close family member. Their sudden demise has left me and my family in deep sorrow and grief.

In our tradition, a mourning period of [Number of days] days is observed during which the family members are strictly prohibited from participating in any activities outside the rituals related to the bereavement. Unfortunately, this

mourning period coincides with the upcoming examinations scheduled from [Date] to [Date].

In light of the above, I earnestly request you to kindly grant me leave from attending the examinations during this period. I assure you that I will make arrangements to appear for the missed examinations at a later date, as per your guidance and the institution's rules and regulations.

I understand the significance of examinations for my academic progress, and I am committed to maintaining my performance. However, under the current emotional and cultural circumstances, I seek your understanding and compassionate consideration.

Thanking you in anticipation,

Yours sincerely,

[Your Name]

[Class/Semester details]

Roll No: [Roll number]

[Contact Details]