

# Already Taken Leave Application Letter for School

## 1. Emergency Family Situation Leave Application Letter for School

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

Subject: Application for Emergency Family Situation Leave

Respected Sir/Madam,

I, [Your Full Name], parent/guardian of [Student's Full Name], studying in Class [Class and Section], am writing this letter to formally request a leave of absence for my child due to an unforeseen family emergency.

Unfortunately, a critical situation has arisen in our family which requires our immediate and undivided attention. Due to these circumstances, [Student's First Name] will not be able to attend school for the next [Number of Days] days, starting from [Start Date] to [End Date].

I understand the importance of regular school attendance and the impact it has on [Student's First Name]'s academic progress. I assure you that [he/she] will compensate for the missed lessons and homework upon return to school.

I kindly request your understanding and approval of this leave application and would appreciate any assistance you can provide to [Student's First Name] during this period.

Thank you for your understanding and support in this matter.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

[Current Date]

## **2. Medical Treatment Leave Application Letter for School**

To,  
The Principal,  
[Your School's Name],  
[Your School's Address],  
[City],  
[State],  
[Pin-Code]

Subject: Application for Medical Leave

Respected Sir/Madam,

I am writing this letter to inform you that I, [Your Full Name], a student of class [Your Class], section [Your Section], would not be able to attend school for the next [Number of Days] days, starting from [Start Date of Leave] to [End Date of Leave].

The reason for my absence is that I have been diagnosed with [Name of the Illness] and the doctor has advised me to take complete rest and undergo a series of treatments to recover fully. I understand that my absence from school can affect my studies, but I assure you that I will cover all the missed syllabus with the help of my friends and teachers, once I resume my classes.

I am attaching the medical certificate and prescription from my doctor for your reference. I hope you will consider my situation and grant me leave for the mentioned period.

Thanking you in advance for your understanding and support. I apologize for any inconvenience caused due to my absence and appreciate your cooperation in this matter.

Yours sincerely,  
[Your Full Name],

Class: [Your Class],  
Roll No: [Your Roll Number],  
[Date]

Attachments: Medical Certificate, Doctor's Prescription

### **3. Bereavement Leave Application Letter for School**

To,  
The Principal,  
[Your School's Name],  
[Your School's Address],  
[City, State, Pin Code]

Subject: Application for Bereavement Leave

Respected Sir/Madam,

I, [Your Full Name], am a student of Class [Your Class] Section [Your Section] in your esteemed institution. I am writing this letter to inform you about an unfortunate event that has occurred within our family. We have recently suffered the loss of a close family member, who passed away on [Date of Death].

The demise has left our family in a state of shock and grief, requiring us all to be together during this testing time. Due to the funeral and related rituals that need to be observed, I will not be able to attend school for the next [Number of Days you require leave] days, starting from [Start Date of Leave].

I assure you that I will catch up with any missed assignments or academic work upon my return to school. I kindly request you to understand the situation and grant me leave for the mentioned period. I hope my teachers and the school administration will support me in this difficult time.

Thank you for your understanding and support.

Yours sincerely,  
[Your Full Name]  
[Your Roll Number]

[Your Class & Section]  
[Date of Application]

## **4. Vacation Travel Leave Application Letter for School**

To,  
The Principal,  
[School's Name],  
[School's Address],  
[City Name], [State Name], [Postal Code]

Subject: Application for Vacation Travel Leave

Respected Sir/Madam,

I, [Your Name], am a student of class [Your Class], Section [Your Section] in your prestigious institution. I am writing this letter to formally request a leave of absence for [Number of Days] days from [Start Date] to [End Date].

My family has planned a vacation to [Vacation Destination] during this period, which is a rare opportunity for us to spend quality time together. Since it involves travel, it is not possible for me to attend school during these days. I understand that missing classes may affect my academic progress, but I assure you that I will take responsibility for covering the missed portions after returning from the vacation.

I kindly request you to consider my application and grant me leave for the said period. I hope for your understanding and positive response.

Thank you very much for your time and consideration.

Yours sincerely,  
[Your Name]  
[Your Roll Number]  
[Your Class and Section]  
[Date]

## **5. Extracurricular Event Participation Leave Application Letter for School**

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

Subject: Request for Leave to Participate in Extracurricular Event

Respected Sir/Madam,

I, [Student's Full Name], am a student of class [Student's Class] Section [Student's Section] of your esteemed school. I am writing this letter to formally request a leave of absence from school for [Number of Days] days, from [Start Date] to [End Date].

The reason for my request is to allow me to participate in an extracurricular event, [Event Name], which is scheduled to take place in [Event Location]. This event is an essential part of my development and growth, both academically and personally. I am passionate about [Event's Field or Subject] and believe that this experience will greatly enhance my skills and knowledge in this area. This event is not only an opportunity for me to learn and grow but also to represent our school at a larger platform.

I assure you that I will take responsibility for making up any coursework or assignments that I will miss during my absence. I kindly request you to consider my plea and grant me the necessary leave for the said period.

I am looking forward to your positive response, and I am grateful for your understanding and support for such activities that contribute to the overall development of students.

Thank you.

Yours sincerely,

[Student's Full Name]  
[Roll Number]

[Date]