

Half Holiday Application to Headmaster

1. Application for Half Day Leave Due to Family Function

To,
The Manager,
[Company's Name],
[Company's Address],
[City, State, Pincode].

Subject: Application for Half Day Leave Due to Family Function

Dear Sir/Madam,

I, [Your Name], working as a [Your Designation], am penning down this letter to request for a half day leave on [Date] due to a family function. There is a significant event happening at my home, which necessitates my presence and participation.

I understand that my sudden absence might cause some disruption in the workflow. However, I assure you that I have managed my tasks efficiently and delegated the necessary responsibilities to my colleague [Colleague's Name] during my absence. I have also made sure that all the important tasks are completed in advance to avoid any inconvenience.

I would be grateful if you could consider my request and grant me leave for half a day on the aforementioned date. I will make sure to check my emails and be available over the phone in case of any emergencies or crucial matters.

Thank you very much for your understanding and support.

Yours sincerely,

[Your Name]
[Your Employee ID]
[Your Contact Number]
[Your Email Address]
[Date]

2. Application to Headmaster for Half Day Holiday for Medical Check-up

To,
The Headmaster,
[Name of the School],
[City, State, Pin Code]

Subject: Request for Half Day Leave for Medical Checkup

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class] and section [Your Section] of your reputable school, am writing this letter to kindly request you to grant me a half day leave on [Date] due to an important medical check-up that I need to attend.

I have been advised by my family physician to undergo a routine medical check-up. The appointment has been scheduled for the morning of [Date]. As the hospital is quite far from our residence, it will not be possible for me to attend school on the first half of that day. I assure you that I will take notes from my classmates and cover up the missed lessons.

I understand the importance of regular attendance at school, and I usually avoid taking leaves unless absolutely necessary. However, this medical checkup is crucial and unavoidable.

I kindly request you to consider my situation and grant me leave for the first half of the day on [Date]. I will be very grateful to you for understanding and supporting me in maintaining my health.

Thanking you in advance.

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

3. Application for Half Day Leave for Personal Reasons

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

Subject: Application for Half Day Leave

Respected Ma'am/Sir,

I, [Your Full Name], am writing this letter to bring to your kind notice that I need to take half day leave on [Date] due to some personal reasons. I would like to leave from school after the fourth period.

I understand that by taking this leave, I will be missing some of my classes. However, I assure you that I will take the necessary steps to cover up any important lessons that I may miss during my absence.

I kindly request you to grant me permission for the same. I deeply regret any inconvenience caused due to this.

Thank you for your understanding and support.

Yours sincerely,
[Your Full Name],
[Your Class and Section],
[Date]

CC:
Class Teacher,
[Class Teacher's Name]

4. Application for Half Day Holiday to Attend a Sports Event

To,

The Principal,
[Your School's Name],
[Your School's Address],
[City, State, ZIP]

Subject: Application for Half Day Leave

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class & Section], wish to bring to your kind attention that I am scheduled to participate in an important sports event that will be held on [Date of the Event] at [Venue of the Event].

This event is very significant for me as this opportunity will not only allow me to exhibit my sports skills but also help me to grow as a person by promoting teamwork, discipline and sportsmanship. I believe that participating in such events will contribute to my overall development and strengthen my personality.

Due to the timing of the event, I would require a half-day leave from school on the aforementioned date. The event is scheduled to start at [Start Time of the Event] and I would need to leave school by [Time You Need to Leave].

I assure you that I will make up for the academic lessons missed during my absence. I kindly request you to consider my application and grant me a half-day leave to attend the sports event. I am hopeful for your positive response.

Thank you for your understanding and support.

Yours faithfully,
[Your Full Name]
[Your Class & Section]
[Your Roll Number]
[Date]

5. Application to Headmaster for Half Day Leave for Urgent Family Matters

To,
The Headmaster,
[Name of the School],
[Address of the School],
[City, State, Pin Code]

Subject: Application for Half Day Leave

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class and Section], humbly request you to grant me half day leave on [Date of Leave], due to some urgent family matters which require my presence at home.

My family is facing an unexpected situation and it is essential for me to be there with them during this time. I assure you that I will collect the notes and study materials for the missed lessons from my classmates and will also complete my homework on time.

I kindly request you to understand my situation and grant me leave for the second half of the school day. I will be very thankful to you for this act of kindness.

Thank you!

Yours obediently,
[Your Full Name]
[Your Roll Number]
[Date of Application]