

# Two Day School Leave Application

## 1. Two Day School Leave Application for a Family Wedding

To,  
The Principal,  
[School Name],  
[City Name]

Subject: Application for Two Day Leave for a Family Wedding

Respected Sir/Madam,

I, [Your Name], am a student of Class [Your Class] Section [Your Section] in your prestigious school. I am writing this letter to humbly request you to grant me leave for two days, that is, on [Date1] and [Date2].

There is a wedding in my family, and as it is an important tradition in our culture, my presence is obligatory. Our relatives from all over the country will be gathering at our place for this auspicious occasion. It is a great opportunity for me to meet and spend time with my extended family, and learn more about our traditions and customs.

I have been consistent with my academic performance and have always tried to maintain a balance between my studies and extracurricular activities. I assure you that I will compensate for the lost academic hours by taking notes from my classmates and putting in extra efforts.

I kindly request you to consider my application and grant me leave for the aforementioned dates. I will be highly obliged for your understanding and support.

Thank you.

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

## **2. Two Day School Leave Application Due to Illness**

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

Subject: Application for Two Day Leave Due to Illness

Respected Sir/Madam,

I, [Your Full Name], am a student of Class [Your Class] Section [Your Section] in your esteemed school. I am writing this application to inform you that I am not well and have been diagnosed with [Disease Name], due to which I am unable to attend school for the next two days as advised by our family doctor.

I kindly request you to consider my situation and grant me leave for two days, from [Start Date] to [End Date]. I understand the importance of regular attendance in school, and I assure you I will cover up the missed lessons once I recover and get back to school.

I am attaching the medical certificate with this application for your reference. I hope for your understanding and cooperation in this matter.

Thank you.

Yours sincerely,

[Your Full Name]  
Roll No.: [Your Roll Number]  
Class: [Your Class]  
Date: [Current Date]

### **3. Two Day School Leave Application for a Sports Competition**

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

Subject: Application for Two Day Leave for Sports Competition

Dear Sir/Madam,

I, [Your Name], studying in [Your Class & Section] at [School's Name], am writing this letter to kindly request a leave of absence for two days i.e., on [Date 1] and [Date 2].

The reason for my leave request is that I have been selected to participate in a [Name of the Sports] competition, which is being held at [Venue Name], [City Name]. This competition is a great opportunity for me to represent our school at the state level and to enhance my skills in the sport. I believe that participating in this event will not only improve my sporting abilities, but also instill discipline, teamwork, and the spirit of sportsmanship in me.

I assure you that I will make up for the academic lessons missed during this period by taking notes from my classmates and by dedicating extra hours of self-study after school.

I would be highly grateful if you consider my request and grant me leave for the aforementioned dates. I am enclosing a copy of the invitation letter from the organizing committee for your reference.

Thank you for your understanding and support in this matter. I am looking forward to making our school proud.

Yours sincerely,

[Your Name]  
[Your Roll Number]  
[Your Class & Section]

[Date]

## **4. Two Day School Leave Application for Urgent Travel**

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

Subject: Application for Two Day Leave for Urgent Travel

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed school, am writing this application to request a short leave of two days. I need this leave due to an unforeseen, urgent family matter that requires me to travel out of town. The dates for which I'm requesting leave are [Leave Start Date] and [Leave End Date].

My family has to travel to our native place urgently due to an unexpected situation. As a dutiful member of my family, it is important for me to accompany them. I understand that missing classes may impact my studies, but I assure you that I will put in extra effort to cover the syllabus that will be taught during my absence.

I kindly request you to consider my situation and grant me leave for these two days. I would be very grateful for your understanding and cooperation in this matter.

Thank you for considering my request.

Yours obediently,

[Your Name]  
Roll number: [Your Roll Number]  
Class: [Your Class]  
Date: [Current Date]

## 5. Two Day School Leave Application for Attending a Workshop

To,  
The Principal,  
[School Name],  
[City Name],  
[State Name],

Subject: Application for Two Day Leave

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class], section [Your Section], write this letter to formally request a two-day leave from school on [Date1] and [Date2]. The reason for this leave is to attend a workshop which would be highly beneficial for my future academic pursuits.

The aforementioned workshop is being organized by [Workshop Organizer's Name] on the topic of [Workshop Topic], which aligns perfectly with my area of interest and future academic goals. I strongly believe that it would provide me with an enriching experience and a deeper understanding of the subject matter, thereby enhancing my learning experience.

I assure you that I will take responsibility for catching up on any academic work or assignments that I might miss during this period. I will collect the notes and homework from my classmates and make sure to complete them at the earliest.

I request you to understand the significance of this workshop in my academic journey and grant me the required leave. I would be deeply grateful for your understanding and support.

Thank you for considering my request.

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