

Two Days Family Function Leave Application

1. Application for Leave to Attend Family Wedding Function

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

Subject: Application for Leave to Attend Family Wedding Function

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class and Section], am writing this application to kindly request you to grant me leave for [Number of Days] days from [Start Date] to [End Date].

The reason for my leave application is that there is a wedding function in my family. My [Relation with the person, e.g., cousin, uncle, etc.] is getting married, and being a close family event, my presence is essential. It is an important tradition and a joyous occasion that not only unites two individuals but also brings our entire family together.

I assure you that I will take notes from my classmates and make up for the loss of studies caused due to my absence. I will also make sure to complete all the homework and assignments given during this period.

I kindly request you to consider my application and grant me the required leaves. I will be highly obliged.

Thank you for your understanding.

Yours sincerely,

[Your Full Name]
[Your Class and Section]

[Roll Number]

[Date]

2. Application for Leave Due to Family Reunion Event

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

Subject: Leave Application Due to Family Reunion Event

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed institution, humbly write this letter to bring to your attention that our family has organized a reunion event on [Date of the Event]. This event is of immense importance to us as it will bring together all our relatives scattered across the country after several years.

Given the significance of this occasion, I am expected to play a significant role in the preparations and the event itself. Therefore, I will need to be present with my family members during this time. In light of this, I kindly request you to grant me leave from [Start Date] to [End Date]. I assure you that I will make up for any academic work missed during this period and will take notes from my classmates to catch up with the lessons.

I understand the importance of regular school attendance, but I am hopeful that you will comprehend the necessity of my presence in this family event. I promise to resume my classes immediately after the event and put in extra effort to keep up with my academic progress.

Thank you for considering my application. I await your positive response.

Yours sincerely,
[Your Name]
[Your Roll Number]
[Your Contact Information]
[Date]

3. Application for Leave for Grandparent's Anniversary Celebration

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

Subject: Application for Leave for Grandparent's Anniversary Celebration

Respected Sir/Madam,

I, [Your Name], am a student of class [Your Class] in your esteemed institution. I am writing this letter to request your permission to grant me a leave of absence for [Number of Days] starting from [Date of Starting Leave] to [Date of Ending Leave].

The reason for seeking this leave is a special one. My grandparents, with whom I share a close bond, will be celebrating their [Number of Years] wedding anniversary on [Date of Anniversary]. This occasion is of great importance to our family, and we have planned a grand celebration in [Location of Celebration], which is quite far from our city.

My presence at this family gathering is crucial, and it would mean a lot to my grandparents. I assure you that I will take full responsibility to catch up on all the lessons and assignments that I miss during this leave.

I kindly request you to consider my application and grant me the necessary leave. I hope you understand my situation and approve my request.

Thank you for your understanding and support in this matter.

Yours faithfully,
[Your Name]
Roll No: [Your Roll Number]
Class: [Your Class and Section]
[Date]

4. Application for Leave to Participate in Family Cultural Festival

To,
The Principal,
[Your School's Name],
[City Name],

Subject: Application for Leave to Participate in Family Cultural Festival

Respected Sir/Madam,

I, [Your Full Name], a student of class [Your Class], section [Your Section], at your esteemed institution, am writing this letter to kindly request you to grant me leave for [Number of Days] from [Start Date] to [End Date].

The reason for this leave is that my family and I will be participating in a significant cultural festival which is deeply rooted in our traditions. This festival, known as [Name of the Festival], is a grand event celebrated annually in our ancestral village. It is an important occasion for us to reconnect with our roots, understand our heritage, and strengthen our bonds with extended family members.

Given the significance of this event, my presence is obligatory. I assure you that I will collect the study materials and notes from my classmates and make up for any missed work during the period of my absence.

I kindly request you to consider my application and grant me the necessary leaves. I would be very grateful for your understanding and support regarding this matter.

Thank you for your consideration.

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

5. Application for Leave for Brother's Graduation Ceremony

To,
The Manager,
[Your Company's Name],
[Your Company's Address],
[City and Postal Code]

Subject: Leave Application for Brother's Graduation Ceremony

Respected Sir/Madam,

I, [Your Name], working as [Your Position] in our esteemed organization, am writing this letter to formally request a leave of absence. I seek your kind permission to grant me leave from [Starting Date] to [Ending Date], as I need to attend my younger brother's graduation ceremony.

The ceremony is to be held in our hometown, which will require me to travel and be away for a few days. This celebration is a significant milestone for my brother and our family, therefore, my presence there is crucial.

I assure you that all my responsibilities and tasks have been allocated to [Colleague's Name], who will take care of them during my absence. I will guide them thoroughly to ensure a smooth workflow in my absence. I will also make sure to check my emails periodically in case there is any urgent matter that needs my attention.

I understand that taking leave during this period may cause some inconvenience, and for that, I apologize. But I hope that you will understand the importance of this family event and approve my leave application.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
Date: [Today's Date]