

# Leave Application

**Subject: Request for Leave (Authorized Absences)**

To  
The Principal/Director/Coordinator  
Trinity International SS & College

Dear Sir/Madam

This is to request you to grant me Leave (Authorized Absences) on \_\_\_\_\_

Though I am aware of the importance of attending school regularly, I shall be grateful if you could kindly sanction leave because of:

## Reason for Leave (Authorized Absences)

*Tick appropriate box*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Illness   | <input type="checkbox"/> Scheduled doctor's appointment                                      | <input type="checkbox"/> Demise of a close relative |
| <input type="checkbox"/> Mandatory appearance before an official body/Summons  | <input type="checkbox"/> Urgent family matters such as medical treatment/cultural ceremonies |   |
| <input type="checkbox"/> Other personal reasons in agreement with the Principal or respective Directors/Coordinators |  |   |

Specify: \_\_\_\_\_

Thanking you for your kind consideration

Yours sincerely

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Student's Name: \_\_\_\_\_ Parent/guardian's name: \_\_\_\_\_

ID: \_\_\_\_\_ Mobile: \_\_\_\_\_

Grade: \_\_\_\_\_ Section: \_\_\_\_\_

## For Official Use Only

Student's Name: \_\_\_\_\_ ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Section: \_\_\_\_\_

Date of Leave: \_\_\_\_\_ Sanctioned  Not Sanctioned

\_\_\_\_\_  
Director/Coordinator's Signature:



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