

Sunday, 27<sup>th</sup> May, 2015

The Head Master,  
X School, Tejgaon Dhaka  
Dhaka-1215

Subject: Prayer for granting leave of absence.

Sir,

This is to inform you that, I'm a student of Class VI, Sec: Theta, Roll: 08. I'm a very regular student of your school. However, I could not attend school from Monday, 21 May 2015 to Thursday, 26 May 2015 due to my physical weakness. Meanwhile, I had been suffering badly from back & neck pain in my body. Besides, I had bruises in my hands & legs. Furthermore, I couldn't move from here to there with ease on those days. Hence, it was quite impossible for me to be present at the school on those days.

I, therefore, pray and hope that you will grant me leave of absence for those days only and oblige thereby.

Yours obediently

Y Hassan  
Class: VI  
Section: Theta  
Roll: 08

Signature of Guardian: