Q 1. Write an application to your principal requesting her to grant two days sick leave.

To,

The Principal,

Holy Cross Convent Sr. Sec. School,

Ambikapur.

Subject - An application for two days sick leave.

Respected Sister,

With due respect, I want to state you that, I am suffering from fever since last night. So I am unable to attend classes.

Kindly grant me leave for two days i.e. 1/6/2020 -2/6/2020.

Thanking You!

Yours Faithfully,

(Your name)

(Class and section)