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| To |
| The Principal |
| Holy Cross Convent Sr Sec School, Ambikapur |
| Surguja, Chhattisgarh – 497001 |
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| Subject: Application for a sick leave. |
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| Respected Sister, |
| Most respectfully I beg to state that I’m suffering from **high fever** since  |
| last night. So I’m unable to **participate in the Annual Sports Meet** from  |
| **30th April to 2nd May**.  |
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| Therefore, I request you to grant me leave for **three** days so that I shall be ever grateful to you. |
| Thanking you. |
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| Yours faithfully |
| Name: **Adarsh Gupta** |
| Class: VI “A” |
| Roll No: **01** |
|  |
| Ambikapur |
| Date: 30/04/2020 |
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