## 3. An application to Principal requesting him/her, to grant two days leave since you want to attend a wedding.

To,

The Principal

Holy Cross Convent Senior

Secondary School Ambikapur

Subject – Leave for two days on account of my sister's wedding.

Respected Sister,

I humbly beg to state that I can't attend the school since I will be going to attend a marriage. Therefore I request you to grant me leave for two days. I assure you that I'll do my homework with the help of my classmates.

Kindly grant me leave for two days from 18/01/21 to 19/01/21.

Thanking you

Yours Obediently

(Sender's address)

(Subject)

(salutation)

(body of the letter)

(the closing)

(your name)

<sup>\*</sup>STUDENTS ARE REQUESTED TO WRITE THIS LETTER IN THEIR ENGLISH FAIR COPY.