

**Q) Write an application to the principal of your school requesting her for two days sick leave.**

To

The Principal

GTB 3<sup>rd</sup> Centenary Public School

New Delhi

Date: 20 October 2021

Respected Madam,

With due respect, I beg to say that I am suffering from fever since last night. My doctor has advised me rest for two days. So, I cannot come to school. Kindly grant me two days leave from 20.10.2021 to 21.10.2021. I shall be very grateful to you.

Thanking you.

Yours obediently

Your name

Class & sec

Roll no

## Sick Leave

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