

**St. Andrews Scots School**

**Adjacent Navniti Apartment , I.P. Extension, Patparganj, Delhi – 110092**

**Session: 2025-2026**

**Class :IV**

**Sub:English Grammar**

## **Formal -Letter**

**Write an application to the Principal of your school requesting him/her to grant leave.**

H. -78  
Ram vihar  
Delhi-74

The Principal

St.Andrews Scots School  
I.P Extn.Patparganj ,Delhi-92

16th December, 2025

Subject- Leave application

Madam

I would like to mention that I could not attend the school on 22nd and 23rd December,2025. Since I was suffering from fever.

I would be grateful to you if you kindly grant me sick leave for two days.

Thanking you

Yours Obediently

Dev Rathore

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