



KINGDOM OF BRIGHT LEARNING ENGLISH HIGH SCHOOL

To

Date: _____

The Principal

Kingdom of Bright Learning English High School

Samarth Nagar Ramesh Wadi,

Kulgaon-Badlapur (West).

Subject: Leave Application

Respected Sir/Madam,

I am writing this letter to request a half day leave for _____
on _____. I assure you that I have made arrangements to ensure minimal disruption
in my class during this period.

I understand the importance of continuous learning and have ensured my responsibilities are
catered for in my absence. I kindly request you to consider my leave application for school
teacher to principal for the said dates.

I have always prioritized my duties, and I believe this short leave will allow me to address my
personal matters efficiently and return with full focus.

Thank you for understanding and considering my request.

Sincerely,

Teacher's Name: _____

Teacher's Mob: _____

Class / Subject Taught: _____