



# 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 one 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: \_\_\_\_\_