

Sick Leave Application for Students

[Your Name]
[Your Class/Grade]
[Roll Number]
[Date]

[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Sick Leave Application

Respected Principal,

I hope this letter finds you well. I am writing to inform you that I am unwell and, as advised by our family doctor, I need to take some time off to recover. Therefore, I am seeking your permission to grant me sick leave from [Start Date] to [End Date], or until I am fit to resume regular classes.

I have attached the medical certificate issued by our family doctor for your reference.

During my absence, I will make every effort to keep up with the missed lessons and assignments. I kindly request your assistance in providing me with any guidance or materials that I may need during this period.

I understand the importance of regular attendance and assure you that I will catch up on any missed lessons promptly upon my return to school.

I appreciate your understanding and cooperation in this matter. If there are any additional steps or forms required for the sick leave application, please inform me, and I will attend to them promptly.

Thank you for your attention to this matter, and I look forward to your positive response.

Yours sincerely,

[Your Full Name]
[Your Class/Grade]
[Roll Number]