

# Leave Application for Exam in School/College

[Your Name]  
[Your Class/Grade]  
[School/College Name]  
[School/College Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[To,  
The Principal/Headmaster/Headmistress/Director,  
[School/College Name],  
[School/College Address]]

Subject: Application for Leave to Attend Examination

Respected [Principal/Headmaster/Headmistress/Director],

I hope this letter finds you in good health and spirits. I am writing to request a leave of absence from [start date] to [end date] to attend my upcoming examinations.

As a dedicated student of [Your Class/Grade], I understand the importance of these examinations in assessing my academic progress and future opportunities. Therefore, I am keen to devote ample time and effort to prepare thoroughly and perform to the best of my abilities.

During my absence, I will be fully engaged in revising the course material, practicing sample questions, and seeking clarification on any concepts that require further understanding. I am committed to ensuring that I am well-prepared and capable of demonstrating my knowledge effectively during the examinations.

I assure you that I will complete any pending assignments or tasks before my departure and will make arrangements to cover any missed lessons or activities upon my return. I understand the importance of maintaining continuity in learning and will strive to minimize any disruption caused by my absence.

Attached is a copy of my examination timetable for your reference. I kindly request your approval for this leave of absence and appreciate your understanding and support in this matter.

Thank you for considering my request. If you require any further information or have any concerns, please do not hesitate to contact me.

Yours sincerely,

[Your Name]

[Your Signature if sending a physical letter]