

To,  
The Principal,  
Name of the Educational Institute/Class,  
Address of the Institute,  
City/State/Pincode

Subject: Application For Missing The Exam Due To Fever

Hello Sir/Ma'am,

This is to inform you that our child (your child's name), who studies in (Class details/Roll no) of your esteemed organization, has been suffering from fever and is currently under medical supervision. It is due to this that our child could not attend the exam on the (specify the date and subject).

As parents of (child's name), we kindly request you grant our child leave of absence from (specify the dates) and allow her/him to appear for a re-examination on a later date (as set by the authorities). We have attached the medical documents along with the letter.

We thank you for understanding our concerns. In anticipation, Regards,

Yours sincerely,  
Your full name  
Your child's full name  
Class and Roll No