

Eye Examination Leave Letter

[Your Name]

[Your Class and Section]

[Roll Number]

[Date]

[Class Teacher's Name]

[School Name]

[School Address]

Subject: Leave Application for Eye Examination

Respected [Class Teacher's Name],

I trust this letter finds you in good health. I am writing to inform you that I have a scheduled eye examination on [date], and as a result, I will need to be absent from school for the day. I kindly request your permission to grant me leave for the mentioned date.

I have attached the appointment confirmation for your reference.

I understand the importance of not missing out on lessons, and I assure you that I am committed to catching up on the missed work promptly. I will collect notes from classmates and complete any assignments or homework during my absence.

If there are any specific instructions or study material that will be covered during my absence, I kindly request you to provide them.

I appreciate your understanding and cooperation in this matter. Thank you for your prompt attention.

Looking forward to your approval.

Sincerely,

[Your Name]

[Your Class and Section]

[Roll Number]