

Request Letter to Principal for Parents

To,

Name,

Address

Date

Subject:

Hello Sir,

This is to state that my daughter, Monika Sharma, studies in class III Roll number 23. She has not been well since a week and after diagnosis, primarily it is identified as Malaria. As advised by doctor, she is in complete bed rest for two weeks and hence I humbly request you to grant approval for her two weeks leave.

I will co-ordinate will her class teacher, Anu Ma'am for her classes that she is going to miss in this duration.

I will keep you updated about her health. Hopefully she will join her regular classes from 25th of September.

Thank you in advance for considering.

Sincerely,

Mayank Sharma