

Request Letter to Principal for Permission

To,

Name,

Address

Date

Subject:

Dear Sir,

My name is Akash Bhargav and I am studying in class IX. I am from section A and my roll number is 06 . I am writing this letter to seek permission for the upcoming science event, where I was selected among 650 students. This event will take place on Friday, 3rd March during the school time and the venue of the event is T. Nagar.

I will have to miss my regular classes that day and I will be possibly representing our school. Please grant me one days leave and grant permission to attention the event.

Waiting for your prompt reply.

Thanks

Akash Bhargav