**One Day Leave Application For School Samples**

**For Students**

To The Principal.  
Kendriya Vidyalaya Arjangarh,  
New Delhi – 110047

Subject – Application for one day leave

Date – 20 March 2020

Dear Sir/Mam,

My name is Shekhar and I am a student of class 11th A (Science Section) in your school. I am writing this letter to let you know that I am having some pain in my legs and I am not able to walk properly. After check out, I get to know that I got sprain in my ankle.

The doctor has advised me to stay at home for one day to avoid any complications. I request you to please provide me one day leave for tomorrow. I shall be grateful to you.

Thanking You,  
Shekhar,  
Class – 11th A (Science)  
Roll No. – 47

**For Employees**

To The Manager,  
(Enter Your Company Name),  
(Enter Your Company Address),

Subject – Application for one day leave

Date – 20 March 2020

Dear Sir/Mam,

Myself Shekhar, I am working as a marketing agent in your company for the past 2 years. I am writing this application to let you know that I have an exam tomorrow for which I was preparing for the past 6 months.

This is a very important exam for me and I request you to please grant me one day leave for tomorrow so that I can attend my examination. I will complete all the pending work on day after tomorrow. I shall be grateful.

Thanking You,  
Shekhar

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