

1. Application for Leave (Urgent Work)

Date: 11/04/2026

The Principal,
Mahatma Gandhi Govt. School, Bhuwakhedi

Subject: Application for leave

Sir,

Most respectfully I beg to say that I am a student of class 7th. I have an urgent piece of work at my home. So I cannot come to school.

So, I request you to grant me leave for two days. I will be very grateful to you.

Thanking you,

Yours obediently

Name: ABC

Class: 7th

2. Application for Leave (Sick Leave)

Date: 11/04/2026

The Principal,
Mahatma Gandhi Govt. School, Bhuwakhedi

Subject: Application for leave

Sir,

Most respectfully I beg to say that I am a student of class 7th. I have been suffering from fever since last night, so I cannot come to school.

So, I request you to grant me leave for two days. I will be very grateful to you.

Thanking you,

Yours obediently,

Name: ABC

Class: 7th

3. Application for Transfer Certificate (T.C.)

Date: 14/04/2026

The Principal,
Mahatma Gandhi Govt. School, Bhuwakhedi

Subject: Application for T.C.

Sir,

Most respectfully, I beg to say that I am a student of class 7th. My father has been transferred to Kota. I am going with him, so I cannot continue my studies here.

So I request you to issue me my Transfer Certificate. I will be grateful to you.

Thanking you,

Yours obediently,
Name: ABC
Class: 7th

4. Application for T.C. (Further Studies)

Date: 14/04/2026

The Principal,
Mahatma Gandhi Govt. School, Bhuwakhedi

Subject: Application for T.C.

Sir,

Most respectfully, I beg to say that I have passed class 6th from your school. I want to take admission in another school for my further studies.

So, I request you to issue me my Transfer Certificate. I will be grateful to you.

Thanking you,

Yours obediently,
Name: ABC
Class: 7th

5. Application for Leave (Brother's Marriage)

Date: 19/04/2026

The Principal,
Mahatma Gandhi Govt. School, Bhuwakhedi

Subject: Application for leave

Sir,

Most respectfully, I beg to say that I am a student of class 7th. My elder brother's marriage is going to be held next week. So, I cannot come to school.

So I request you to grant me leave for four days. I will be very grateful to you.

Thanking you,

Yours obediently,

Name: ABC

Class : 7th