

## Application for Sick Leave

The Headmaster

[School Name]

[School Address]

[City, State, ZIP Code]

Respected Sir/Madam,

I am writing to inform you that I am currently unwell and have been diagnosed with [illness/medical condition, e.g., a severe flu]. Due to this, I am unable to attend school and participate in classes from [start date] to [end date]. My doctor has advised me to take complete rest during this period to ensure a quick and full recovery.

I have informed my class teacher about my situation and have arranged to catch up on any missed lessons and assignments once I return to school. I will also provide a medical certificate from my doctor upon my return.

I kindly request you to grant me sick leave for the mentioned period. Thank you for your understanding and support.

Yours sincerely,

[Your Name]

[Class/Grade and Section]