

## Application for Sister Marriage to Principal:

[Your Name]

[Your Class/Grade]

[Your Roll Number]

[School Name]

[School Address]

[City, State, ZIP Code]

[Date]

[Principal's Name]

[Principal's Title]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Leave Application for Attending Sister's Marriage

I hope this letter finds you well. I am writing to request leave from [start date] to [end date] to attend my sister's marriage. This is a significant family event, and as her sibling, my presence is essential for the celebrations and preparations.

I have informed my teachers about my upcoming absence and have collected the necessary assignments and study materials to ensure I stay on track with my studies during this period. I assure you that I will complete all pending work promptly upon my return.

I kindly request you to grant me leave for the mentioned dates. Your understanding and support in this matter would be greatly appreciated.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature]

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### **Tips for Writing an Effective Leave Application:**

1. **Be Clear and Concise:** Clearly state the reason for your leave and the dates.
2. **Express Responsibility:** Mention how you plan to manage your studies during your absence.
3. **Be Polite and Professional:** Use a respectful tone throughout the application.
4. **Proofread:** Ensure the application is free of grammatical errors and typos.
5. **Follow Guidelines:** Adhere to any specific format or requirements set by your school for leave applications.