Leave application samples (10 samples)

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A leave application is a short, polite request asking for time off from school, college, or work. Keep the reason clear, state the exact dates, and choose the format your teacher or manager expects.

Format

1. To (standard in Indian school and college applications; omitted in emails and chat messages)
2. Receiver's designation (The Principal / The Class Teacher / The Head of Department)
3. Name of the school or college and city
4. Date of writing (e.g., 24 November 2026)
5. Subject: One brief line stating the reason and duration of leave
6. Salutation (Respected Sir/Madam, for letters; Dear [Name], for office emails)
7. Body: State the reason clearly, mention exact start and end dates, and note how you will catch up or hand over work
8. Polite closing line (Thanking you, for school and college applications)
9. Complimentary close (Yours obediently / Yours sincerely / Best regards)
10. Your name, class and roll number (for students) or designation and employee ID (for office staff)

Samples

Sick leave application to the class teacher (school)

To
The Class Teacher
Class VIII-B
Vidya Bharati Public School, Jaipur

23 November 2026

Subject: Application for two days' sick leave

Respected Ma'am,

I am Aarav Sharma of Class VIII-B (Roll No. 14). I have been suffering from viral fever and a sore throat since Sunday evening. Our family doctor has advised me to take complete rest for two days.

Kindly grant me sick leave for 23 and 24 November 2026. I will collect the class notes from my classmates and complete all missed homework as soon as I return to school on Wednesday, 25 November 2026.

Thanking you,

Yours obediently,
Aarav Sharma
Class VIII-B, Roll No. 14

Leave application for a family function (school)

To
The Principal
St. Xavier's Senior Secondary School
Kochi

21 November 2026

Subject: Request for three days' leave to attend a family function

Respected Sir,

I am Ananya Nair, a student of Class X-A (Roll No. 07) in your school. My family is travelling to Thrissur next week to celebrate my grandparents' 50th wedding anniversary, and I need to accompany my parents.

I kindly request you to grant me leave for three days, from Thursday, 26 November to Saturday, 28 November 2026. I assure you that I will complete all pending assignments and catch up on missed lessons before returning to school on Monday, 30 November 2026.

Thanking you,

Yours obediently,
Ananya Nair
Class X-A, Roll No. 07

Leave application for a sister's wedding (college)

To
The Head of Department
Department of Commerce
Deccan College of Arts and Commerce, Pune

24 November 2026

Subject: Application for leave to attend my sister's wedding

Respected Sir/Madam,

I am Rohan Deshmukh, a student of B.Com (Honours), Second Year (Roll No. 204). My elder sister's wedding is scheduled to take place in Nashik on 3 December 2026, and I have to be with my family for the ceremonies and preparations.

I kindly request you to grant me leave for five days, from Tuesday, 1 December to Saturday, 5 December 2026. I have already submitted my internal assignment and will copy all missed lecture notes before resuming classes on Monday, 7 December 2026.

Thanking you,

Yours sincerely,
Rohan Deshmukh
B.Com (Hons.), Second Year
Roll No. 204

Medical leave application with doctor's certificate (college)

To
The Principal
Gomti Degree College
Lucknow

27 November 2026

Subject: Application for medical leave and attendance condonation

Respected Ma'am,

I am Fatima Siddiqui, a student of B.Sc. Computer Science, Third Year (Roll No. 118). I was diagnosed with acute typhoid fever last week and was advised strict bed rest by my physician from Friday, 20 November to Thursday, 26 November 2026.

Having recovered, I have resumed attending classes from today, 27 November 2026. I have enclosed the medical certificate and fitness certificate issued by the doctor for your reference. I kindly request you to grant me medical leave for the above seven days and consider my absence for attendance records.

Thanking you,

Yours sincerely,
Fatima Siddiqui
B.Sc. Computer Science, Third Year
Roll No. 118
Enclosure: Medical and fitness certificates

Sick leave email to your manager (office)

Subject: Sick Leave – 25 November 2026 (Priya Menon)

Dear Vikram,

I woke up with a high fever and severe body ache this morning and will not be able to work today, Wednesday, 25 November 2026. I am consulting a doctor later this morning.

I have shared the updated client presentation with Karthik, and he will cover the 3:00 p.m. review call on my behalf. I will keep my phone nearby in case anything urgent comes up, and I expect to be back online tomorrow, 26 November 2026.

Thank you for your understanding.

Best regards,
Priya Menon
Senior Product Analyst | Emp ID: 4821

Casual leave email for personal work (office)

Subject: Casual Leave Request – Friday, 27 November 2026

Dear Meera,

I would like to request one day of casual leave on Friday, 27 November 2026, to attend a scheduled passport renewal appointment and complete some urgent family paperwork.

I will finish and submit the weekly operations report by Thursday evening, 26 November. Sneha has agreed to monitor incoming vendor queries in my absence, and I have already logged the leave request on the HR portal.

Kindly approve my leave.

Kind regards,
Gurpreet Singh
Operations Executive | Emp ID: 2319

Half-day leave message on WhatsApp or Teams (office)

Good morning Deepa, I need to take a half-day leave in the second half today (26 November) from 2:00 p.m. onwards for my father's hospital follow-up. I will attend the 11:00 a.m. stand-up and wrap up the invoice checks before I log off. I will also be reachable on phone for anything urgent. Please let me know if this is okay. Thanks, Nikhil.

Leave extension email to your manager (office)

Subject: Request to Extend Leave – 26 and 27 November 2026

Dear Rajesh,

I am currently on approved leave from 23 to 25 November 2026 for my mother's cataract surgery. The doctor has advised two additional days of post-operative care and a follow-up visit on Friday, so I need to stay with her until the weekend.

I kindly request you to extend my leave by two days, for Thursday, 26 November and Friday, 27 November 2026. I will resume work on Monday, 30 November 2026. Arjun is continuing to handle routine vendor payments, and I will clear any pending reconciliations as soon as I return.

I apologise for the short notice and appreciate your support.

Warm regards,
Lakshmi Subramanian
Accounts Officer | Emp ID: 3104

Work-from-home request email (office)

Subject: Work-From-Home Request – 26 and 27 November 2026

Dear Kavita,

I twisted my ankle yesterday evening and the doctor has advised me to avoid commuting for a couple of days. I am comfortable working from my desk at home, so I would like to request permission to work from home on Thursday, 26 November and Friday, 27 November 2026.

I have a stable broadband connection and will remain available on Teams, email, and phone during regular working hours (9:30 a.m. to 6:30 p.m.). There will be no delay to Friday's sprint release.

Please let me know if this works for you.

Best regards,
Imran Qureshi
Software Engineer | Emp ID: 5092

Leave application written by a parent for a child (school)

To
The Class Teacher
Class IV-C
Lotus Valley School, Dehradun

25 November 2026

Subject: Leave application for my son, Kabir Joshi

Respected Ma'am,

My son, Kabir Joshi (Class IV-C, Roll No. 19), has been down with a heavy cold and mild fever since Tuesday night. The doctor has prescribed medication and advised two days of rest at home.

Kindly grant him leave for Wednesday, 25 November and Thursday, 26 November 2026. I will ensure that he completes all missed classwork and homework over the weekend once he is back in school.

Thanking you,

Yours sincerely,
Sunita Joshi
Mother of Kabir Joshi
Phone: +91 98XXXXXXXX

Tips

- State the exact start date, end date, and total number of days in the opening paragraph.
- Keep the reason honest and brief; avoid sharing unnecessary personal details.
- In school and college letters, always include your class, section, and roll number.
- In office emails and messages, clearly mention who will cover urgent work while you are away.

• Attach a medical certificate whenever sick leave lasts more than two days.