

One-Day Leave Letter to Class Teacher

Use this for a family function, an appointment, or any short personal reason.

Date: [DD Month YYYY]

To,

The Class Teacher,

Class [10-B], [School Name]

Subject: Leave application for one day

Respected Ma'am / Sir,

I am [Your Name] of Class [10-B], Roll Number [22]. I will not be able to attend school on [DD Month] as I have to attend a family function with my parents.

Kindly grant me leave for one day. I will catch up on the class work the very next day.

Thank you.

Yours obediently,

[Your Name]

Class [10-B], Roll No. [22]