



香港基督教服務處培愛學校
Hong Kong Christian Service Pui Oi School

Application for Leave

_____ [date]

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

With due respect, I, the parent/guardian of _____ [name of student], would like to inform you that my child/ward would be absent from school for ___ days from _____ (_____ day) [starting date] to _____ (_____ day) [ending date] for the reason that _____.

Kindly grant her/him leave for the aforementioned period.

Yours sincerely,

_____ [your signature]

_____ [your name]

Enclosure: (please check a box if applicable)

sick leave certificate

other documents (please specify): _____