**To Date:**  
The Principal,  
School name,  
City name.

Sub: Leave application due to COVID 19.

Respected Sir/Madam,

This is to inform you that I have been tested positive for Covid 19, and I have to stay in home quarantine for the next 14 days. Hence I cannot attend the school, I request you to kindly allow me to take leave for 14 days W.E.F **[date]** to **[date]**.

I will return to the school after my Covid test report shows negative.

I hope you approve my leave request.

Thanking you.

Yours sincerely,  
Student name,  
Class,  
Section,  
Roll number.