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

Sub: Leave application.

Dear Sir/Madam,

I, **[parent name]** writing this letter to intimate you about my child’s illness. My son/daughter named **[student name]** studying class \_\_th , Section \_\_, with roll no \_\_.

He/she has been suffering from fever and headache, as per doctor advise, two days complete rest is required to get recovered.

Here I request you please grant two days of leave from **[date]** to **[date]**, we shall be thankful to you in this regard.

Thanking you.

Yours faithfully,  
Student name,  
Class,  
Section,  
Roll no.