



### Sick Leave, and Personal Business Leave Form

Written at.....

Date .....Month.....Year.....

Subject .....

Dear.....

I am..... I.D. Student.....Student of Year.....

I would like to take leave  Sick  Personal Due to (Because).....

Starting from date..... to date..... requested (scheduled for) day (s).....

During my leaving is available to be contacted me at /Telephone no. ....

Yours sincerely,

(Signature).....

(.....)



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