

To Principal  
E.D.A.V. Model School,  
Shalimar Bagh,  
New Delhi- 88

Date: 10th April 2022

Subject:

Sir/ Ma'am,  
Myself (XYZ), a student of class 8th C of your school. I am writing to inform you that I've been suffering from a high fever for the past few days, and after some medical tests, doctors determined that I have typhoid.  
As a result, I'll need to undergo some medical treatments, which will take about 5 days before I am fully recovered.

I would like to request 6 days of leave because I am unable to attend school in my current condition. Kindly oblige me with leave of 6 days.

Thanking You  
Yours Sincerely  
XYZ  
Class: 8th C