

# NONDON KANON ACADEMY

## Application

Date: -----

The director  
Nondon Kanon Academy  
Kamrangir char, Dhaka-1211

Subject: Prayer for leave in advance.

Sir,

I beg most respectfully to stat that I am a student of Nondon Kanon Academy. In last week I was present for --- days and a I have fine of --- taka. Now I am feeling the badly in need of a leave in advance because of my fever/other diseases/marriage ceremony of my relative/visiting of my relative/other reason.

So, I need a leave in advance from ----- to -----.

I therefore, prey and hope that you would be kind enough to grant me the leave in advance for this/those day/days only.

I

Remain sir

Your most obedient pupil

Name:

Class:

Roll no of NKA: 2013\_\_

Reg. no of NKA: 2310\_\_

Signature of the Student :

Signature of Guardian :

It is certified that the above reason is true.

Signature of the grantor: