

Academic Committee	Tsung Tsin Christian Academy	FM-AT-07
Valid Period : 1-9-2020 to 31-8-2021	Letter of Leave Application	Page 1 of 2

To Whom It May Concern:

This is to notify that _____ (class: ____; class no.: ____)

requests for leave(s) between ____ (DD)/ ____/(MM)____ (YY)

(____ period) and ____ (DD)/ ____ (MM)____ (YY) (____ period)

due to _____

_____ .

Enclosed please find the relevant proof of documents for *sick leave /
casual leave for your reference.

Yours sincerely

Student's parent: _____

Contact no.: _____

Parent's signature: _____

Date: _____

*Please delete where inappropriate

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敬啟者：

敝子弟 _____（班別：_____學號：_____）

茲因 _____

須於 _____ 年 _____ 月 _____ 日（第 _____ 節）

至 _____ 年 _____ 月 _____ 日（第 _____ 節）告假。

隨函附上 * 病假證明書／事假有關文件，敬希 查閱。

此致

基督教崇真中學

學生家長：_____啟 聯絡電話：_____

家長簽署：_____年____月____日

〔*請刪去不適用者〕