

Requesting for Special Leave

_____, 20_____

Dear Principal,

Due to _____, _____ of class _____ has to ask
for _____ days of special leave starting from _____ -- _____ -- 20_____
to _____ -- _____ -- 20_____ inclusive.

Reasons : _____

During the above period,

he/she will not be leaving Hong Kong.

he/she will be leaving Hong Kong to (destination:_____)

(Give a tick in the appropriate box, and fill in the information.)

He/she will return to class on _____ -- _____ -- 20_____ .

Attachment:

1. _____

2. _____

3. _____

Parents / Guardian's Name : _____

Parents / Guardian's Signature : _____

Parents / Guardian's Contact No. : _____