

**Mẫu đơn xin phép nghỉ học bằng Tiếng Anh do học sinh viết**

Dear Mr. Johnson,

I am writing this letter mainly to apply for winter leaves of 2 weeks which I can avail as per the company terms and conditions. I have not used any of my leaves in the last 6 months and would like to apply for the leaves starting from December 25th, 2014.

The main reason behind this leave is to be with my family whom I have been neglecting for the past 6 months due to work pressure. I remember informing you that I would be needing holidays in the dates that I applied for leaves.

I would like to be with my family for atleast a couple of weeks as I want to spend some quality time with them.

I will make sure that all the responsibilities are handed over to the concerned person immediately.

I will be resuming with work from 10th January, 2014 and I hope that there would be no emergency or need for extension else I will inform the same to you in time. Please feel free to contact me for any office related information.

Waiting to hear from you soon with the confirmation of the leaves.

**Mẫu đơn xin nghỉ học bằng Tiếng Anh cho phụ huynh**

Dear Mr. Johnson,

I am writing this letter in order to make a request to kindly grant my daughter ABC, a student of class IX 'A', a leave of 5 days i.e. from 20th March, 14 to 25th March, 14, since she needs to travel out of town, on account of her sister's wedding.

She is the bride's made and being her sister's wedding which is a once in a lifetime affair, she wouldn't be able to miss it. I hope that you can understand her situation.

I assure you that she would catch up with her studies and assignments once she resumes school from 26th March, 14.

Thanking you in anticipation.