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| Admin. Committee | Tsung Tsin Christian Academy | FM-ADC-07 |
| Valid Period : 1-9-2024 to 31-8-2025 | 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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|---|------------------------------|-------------|
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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]