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|-------------------------------------------------|-------------------------------------|--------------------|
| <b>Admin. Committee</b>                         | <b>Tsung Tsin Christian Academy</b> | <b>FM-ADC-07</b>   |
| <b>Valid Period :<br/>1-9-2025 to 31-8-2026</b> | <b>Letter of Leave Application</b>  | <b>Page 1 of 2</b> |

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

|                                         |                              |             |
|-----------------------------------------|------------------------------|-------------|
| Admin. Committee                        | Tsung Tsin Christian Academy | FM-ADC-07   |
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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〕