

<b>Admin. Committee</b>	<b>Tsung Tsin Christian Academy</b>	<b>FM-ADC-07</b>
<b>Valid Period : 1-9-2023 to 31-8-2024</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

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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 ]