

To

The Principal

K V Sonpur

Sub: Request to grant permission of Days for submitting

Sir,

With reference to subject cited above I would like to inform you that my ward(Name of Candidate), Son/Daughter of (Name of father/Mother) has been selected at Serial No. Under Category for admission in Class for the session 20.....- Further, I would like to inform you that (Name of documents) is/are not available at present.

Therefore, I hereby request you to grant permission of days so that I can submit the above mentioned documents in the Vidyalaya.

If I fail to submit the documents mentioned above you have full right to cancel/reject the Candidature of my ward.

Yours faithfully

Name of Parent

Address

Mobile No.

Date: