

請假信式樣

(必須要用信紙或 A4 紙繕寫)

校長：

敝子弟(學生姓名)_____ (班別)_____ (學號)_____ 於

_____年_____月_____日至_____年_____月_____日，因為

(告假理由)_____

請假_____天。祈為知照。

_____年_____月_____日

家長／監護人姓名：_____

簽名：_____

註：1.凡請於病假兩天或以上必須附上醫生證明。

2.式樣可於學校網頁下載。

Date: _____

Dear Principal,

Letter of Absence

My son (name of student) _____ (class no.) _____ of
(class) _____ was unable to attend school for _____ day(s) from (date)
_____ to (date) _____
due to (reason, sickness or otherwise) _____
_____.

Thank you for your attention.

Yours sincerely,

Parent/Guardian

Remarks:

1. A doctor's certificate must be provided for any sick leave of two days or above.
2. Template can be downloaded from school website.