

**CHIU LUT SAU MEMORIAL SECONDARY SCHOOL**  
**2022-2023**  
Application for Sick Leave (Sample)

(Date) \_\_\_\_\_

Dear Class Teacher of \_\_\_\_\_ (Class) \_\_\_\_\_,

Please excuse my child, \_\_\_\_\_ (Name of child) of \_\_\_\_\_ (Class) (Class No. \_\_\_\_\_), who was absent from school \_\_\_\_\_ (on date absent / from date to date) \_\_\_\_\_ because of \_\_\_\_\_ (Name of sickness) \_\_\_\_\_.

(Enclosed please find the doctor's certificate.)

Yours sincerely,

(Signature of parent)

(Name of parent)

.....

**趙聿修紀念中學**

**2022-2023**

學生請病假信(範本)

(學生請假，請參考《學生手冊》內校規有關缺課的守則)

敬啟者： 敝子弟 \_\_\_\_\_ (姓名) \_\_\_\_\_ 就讀 \_\_\_\_\_ 班 \_\_\_\_\_ (班號) \_\_\_\_\_，  
 茲因 \_\_\_\_\_ (病因) \_\_\_\_\_，需於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
 (星期 \_\_\_\_\_) 請假 \_\_\_\_\_ (日數) \_\_\_\_\_。(現附上醫生證明書，敬希 查核。)

此致

趙聿修紀念中學

\_\_\_\_\_ (班別) \_\_\_\_\_ 班主任

(家長簽署) 啟

(家長姓名)

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日