

**學生請假信範本（病假）**  
**（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），須於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日（星期 \_\_\_\_\_）至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日（星期 \_\_\_\_\_）請假 \_\_\_\_\_（日數）天。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

（此請假信範本可於學校網頁下載）

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**Sample Letter Application for leave( For Sick Leave)**

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

(This sample letter can be downloaded from the school website)