



For Academic Affairs

Written at ACN

Date: ___/___/___

Title: Asking permission for going out of the school premise

Dear the Director,

I (Mr./Ms.) _____

request permission to go out of the school on Date: ___/___/___

from _____ to _____

This is my _____ time when I will be out of the school this academic year. Please consider my request.

Reason: _____

Place: _____

School business Personal business

Sincerely Yours,

Signed _____ (Teacher)

(_____)

Allowed by:

Granted by:

(Ms. Natgamon Boonsak)

Head of English Program

(Bro.Dr.Witthaya Thepkom)

Director/School Manager
Head of HR Department



For the Guard

Written at ACN

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Title: Asking permission for going out of the school premise

Dear the Director,

I (Mr./Ms.) _____

request permission to go out of the school on Date: ___/___/___

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This is my _____ time when I will be out of the school this academic year. Please consider my request.

Reason: _____

Place: _____

School business Personal business

Sincerely Yours,

Signed _____ (Teacher)

(_____)

Allowed by:

Granted by:

(Ms. Natgamon Boonsak)

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Director/School Manager
Head of HR Department