

For Academic Affairs

Written at ACN

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

**Title: Asking permission for going out of the school premise**

**Dear the Head of Academic,**

**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) (Ms.Uthai Paoprachummuang)**

**Head of English Program Head of Academic**



For the Guard

Written at ACN

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**🞎 School business 🞎 Personal business**

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

**Allowed by: Granted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Ms. Natgamon Boonsak) (Ms.Uthai Paoprachummuang)**

**Head of English Program Head of Academic**