



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)
Head of English Program

(Ms.Uthai Paoprachummuang)
Head of Academic



For the Guard

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I (Mr./Ms.) _____

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

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Reason: _____ Place: _____

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Sincerely Yours,

Signed _____ (Teacher)
(_____)

Allowed by:

Granted by:

(Ms. Natgamon Boonsak)
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Head of Academic