

General, Simple Exam Leave Letter

Subject: Request for Leave for Exams

Dear [Teacher/Principal Name],

I am writing to request leave for my son/daughter, [Student Name], who is in [Grade/Class]. He/She will be unable to attend school from [Start Date] to [End Date] due to upcoming exams.

We kindly request your approval for this leave and appreciate your understanding.

Sincerely,

[Your Name]

[Relationship to Student]

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