

Formal, Official Exam Leave Letter

Subject: Application for Exam Leave

Dear [Principal/Teacher Name],

I am writing to formally request leave for my son/daughter, [Student Name], studying in [Grade/Class], as he/she has scheduled examinations from [Start Date] to [End Date].

I kindly request you to grant him/her leave for the specified period. Attached is the exam schedule for your reference.

Thank you for your consideration.

Yours sincerely,

[Your Name]

[Relationship to Student]

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