

Provisional, Conditional Exam Leave Letter

Subject: Request for Provisional Exam Leave

Dear [Principal/Teacher Name],

I am requesting provisional leave for my child, [Student Name], from [Start Date] to [End Date] as the exam schedule is tentative. The final dates will be confirmed by [Date].

I request your understanding and provisional approval for this leave.

Sincerely,

[Your Name]

[Relationship to Student]

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