

Serious, Emergency Exam Leave Letter

Subject: Emergency Leave Request for Exams

Dear [Principal/Teacher Name],

I am writing to inform you that my child, [Student Name], will be unable to attend school from [Start Date] to [End Date] due to unforeseen circumstances affecting his/her exam preparations.

I request you to kindly grant leave for the mentioned period.

Thank you for your prompt consideration.

Sincerely,

[Your Name]

[Relationship to Student]

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