Requesting leave due to illness

Subject: Leave Request for [Childâ€™s Name]

Dear [Class Teacher/Principal],

I am writing to inform you that my child, [Childâ€™s Name], will be unable to attend school from [Start Date] to [End Date] due to illness. We kindly request you to grant leave for the mentioned period.

We appreciate your understanding and support.

Sincerely,

[Parent/Guardian Name]

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