Requesting leave for personal matters

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

Dear [Class Teacher/Principal],

Please grant leave to my child, [Childâ€™s Name], from [Start Date] to [End Date] as we have personal commitments that require our attention. We assure you that [Childâ€™s Name] will catch up on missed lessons promptly.

Thank you for your consideration.

Regards,

[Parent/Guardian Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/leave-letter-for-school-children