

Requesting leave for personal matters

Subject: Leave Request for [Child's Name]

Dear [Class Teacher/Principal],

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

Thank you for your consideration.

Regards,

[Parent/Guardian Name]

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