Requesting leave for family travel

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

Dear [Class Teacher/Principal],

I am writing to request leave for my child, [Childâ€™s Name], from [Start Date] to [End Date] as we will be traveling out of town. We will ensure that all homework and assignments are completed during this period.

Thank you for your understanding.

Best regards,

[Parent/Guardian Name]

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