Requesting leave to participate in an extracurricular activity

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

Dear [Class Teacher/Principal],

My child, [Childâ€™s Name], needs leave on [Date(s)] to participate in [Event/Function Name]. We hope the school will allow [Childâ€™s Name] to attend this important event and make up for any missed classwork.

Thank you for your consideration.

Sincerely,

[Parent/Guardian Name]

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