

Requesting leave to participate in an extracurricular activity

Subject: Leave Request for [Child's Name]

Dear [Class Teacher/Principal],

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

Thank you for your consideration.

Sincerely,

[Parent/Guardian Name]

Get more templates here:

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