

Requesting leave for extended duration due to special reasons

Subject: Extended Leave Request for [Child's Name]

Dear [Class Teacher/Principal],

We request your permission for our child, [Child's Name], to be on leave from [Start Date] to [End Date] due to [Reason, e.g., family relocation, medical treatment]. We will ensure that [Child's Name] keeps up with the syllabus and assignments during the leave.

We appreciate your support.

Regards,

[Parent/Guardian Name]

Get more templates here:

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