Requesting leave for extended duration due to special reasons

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

Dear [Class Teacher/Principal],

We request your permission for our child, [Childâ€™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 [Childâ€™s Name] keeps up with the syllabus and assignments during the leave.

We appreciate your support.

Regards,

[Parent/Guardian Name]

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