

Leave Letter For School Kids

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Leave Application for [Student's Name], [Class/Grade] - [Dates of Leave]

I hope this letter finds you in good health. I am writing to request a leave of absence for my child, [Student's Name], who is currently enrolled in [Class/Grade] at [School Name]. The purpose of this leave is [briefly explain the reason for the leave, e.g., family vacation, medical reasons, etc.].

I kindly request permission for [Student's Name] to be absent from school starting from [Start Date] to [End Date]. During this period, [he/she] will be unable to attend classes and participate in school activities. I assure you that [he/she] will make every effort to catch up on missed assignments and coursework upon [his/her] return.

I understand the importance of regular attendance and its impact on [Student's Name]'s academic progress. However, due to the circumstances mentioned above, I believe that this leave is necessary for [his/her] well-being and [his/her] future academic success.

I kindly request your approval for this leave of absence and ask for your guidance on any procedures or forms that need to be completed. I am committed to ensuring that [Student's Name] remains up to date with [his/her] studies and responsibilities during this time.

Please feel free to contact me at [Email Address] or [Phone Number] if you require any additional information or if there are any steps I need to follow in this matter.

Thank you for your understanding and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [If applicable, mention any documents or forms attached with the letter]