Brief leave for personal matters

Subject: Leave Request for [Student Name]

Dear [Teacher/Principal],

I request your permission to grant my child, [Student Name], leave on [Date] due to personal reasons. We assure you that [he/she] will catch up on missed lessons promptly.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

Get more templates here: https://www.lettersandtemplates.com/letters/leave-letter-for-school-kids