

Formal extended leave request

Subject: Extended Leave Request for [Student Name]

Dear [Teacher/Principal],

I am writing to request an extended leave for my child, [Student Name], from [Start Date] to [End Date] due to [reason, e.g., family relocation, prolonged illness]. We will ensure that [Student Name] completes all required coursework and assignments during the absence.

Thank you for your consideration.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

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