

Formal Leave Letter from Parents

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

Dear Principal,

I am writing to inform you that my child, [Child's Name], who studies in [Class/Grade] at [School Name], will be unable to attend school from [Start Date] to [End Date] due to [reason, e.g., family emergency/illness].

We request you to kindly grant leave for the mentioned period. We assure you that [Child's Name] will complete all pending assignments upon returning to school.

Thank you for your understanding.

Sincerely,

[Parent's Name]

[Contact Information]

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