

Informal Leave Letter from Parents

Subject: Leave Request for [Child's Name]

Dear Principal,

I hope this message finds you well. My child, [Child's Name], in [Class/Grade], will not be able to attend school from [Start Date] to [End Date] due to [reason, e.g., family trip/illness].

Kindly grant leave for the specified dates. We appreciate your support and understanding.

Warm regards,

[Parent's Name]

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