

Provisional Leave Letter from Parents

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

Dear Principal,

My child, [Child's Name], studying in [Class/Grade], will require leave from [Start Date] to [End Date]. This is subject to [reason, e.g., doctor's approval/confirmation of family plans]. We will inform you if there are any changes in the schedule.

We request your understanding and approval.

Sincerely,

[Parent's Name]

[Contact Information]

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