

# Leave Letter From Parents To School

Dear [Principal's Name]/[Teacher's Name],

Subject: Request for Leave of Absence for [Student's Name]

I am writing to inform you that my child, [Student's Name], who is currently enrolled in [Grade/Class] at your esteemed institution, will not be able to attend school from [Start Date] to [End Date]. We kindly request a leave of absence for the mentioned period.

The reason for this leave is [provide a brief explanation of the reason for the absence]. [If applicable, you can mention any supporting documents or medical certificates attached to the letter.]

We understand the importance of regular attendance and the impact it has on our child's academic progress. However, in this particular situation, [explain why the leave is necessary, such as family emergency, medical treatment, or travel obligations].

During our child's absence, we assure you that every effort will be made to minimize any disruption to their studies. We will actively support their learning by providing them with relevant study materials and assignments. We are also available for any communication or updates regarding their coursework.

We kindly request your understanding and support in granting this leave of absence for [Student's Name]. We trust that [he/she] will catch up with missed lessons and coursework upon [his/her] return to school.

Please let us know if there are any specific procedures or requirements that need to be fulfilled regarding the leave application. We will be more than willing to complete any necessary paperwork or provide additional information, if needed.

Thank you for your attention to this matter. We greatly appreciate your cooperation and understanding.

Yours sincerely,

[Parent's Name]

[Parent's Signature]

[Parent's Name]

[Parent's Contact Number]

[Parent's Email Address]