

Official letter requesting leave due to child's illness

Subject: Leave Request for [Child's Name]

Dear [Class Teacher's Name],

We are writing to inform you that our child, [Child's Name], in [Class/Grade], is unwell and will be unable to attend school from [Start Date] to [End Date]. We kindly request you to grant leave for the mentioned period.

Thank you for your understanding and support.

Sincerely,

[Parent's Name]

[Contact Information]

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