Personal Leave Letter

Subject: Request for Personal Leave

Dear [Class Teacher's Name],

I would like to request leave for my child, [Student's Name], in [Class/Grade], from [Start Date] to [End Date] due to personal reasons.

We assure you that [Student's Name] will complete any pending work and assignments during this period. Thank you for your understanding and support.

Sincerely,

[Parent's Name]

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