Travel Leave Letter

Subject: Leave Request for Travel

Dear [Class Teacher's Name],

I am writing to request leave for my child, [Student's Name], of [Class/Grade], from [Start Date] to [End Date] due to planned travel with our family.

We assure you that all missed assignments and classwork will be completed promptly. Your understanding is greatly appreciated.

Sincerely,

[Parent's Name]

Get more templates here: https://www.lettersandtemplates.com/letters/leave-letter-to-class-teacher