

Casual email from student to teacher requesting tour leave

Subject: Request for Leave to Join Family Tour

Hi [Teacher's Name],

I hope you're doing well. I wanted to inform you that my family has planned a short tour to [Destination] from [Start Date] to [End Date]. I would like to request your permission to be excused from school during these dates.

I will make sure to catch up with any lessons or assignments I miss while I'm away. Please let me know if there's anything specific I should prepare in advance.

Thanks for your understanding!

Best regards,

[Student's Name]

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