

Provisional Leave Application for Medical Appointment

Subject: Leave Request for Doctor's Appointment

Dear Teacher,

Please allow my child, [Student's Name], in [Class/Grade], to be absent from school on [date] due to a scheduled medical appointment. We may require an additional day depending on the doctor's advice.

We will provide an update if further leave is necessary. Thank you for your cooperation.

Sincerely,

[Parent's Name]

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