

Professional tone for email leave request

Subject: Sick Leave Notification

Dear [Teacher/Principal Name],

I am sending this email to notify you that my child, [Child's Name], has developed a fever and needs to remain home from school on [Date(s)]. Kindly grant leave for the mentioned period. We will provide a medical certificate if required.

Thank you for your consideration.

Best regards,

[Parent's Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/school-leave-letter-for-fever>