

General, Simple Leave Letter

Subject: Request for Leave

Dear [Teacher/Principal Name],

I am writing to request leave for my son, [Son's Name], who studies in [Grade/Class]. He will be unable to attend school from [Start Date] to [End Date] due to [reason “ illness, family matter, etc.].

We kindly request your approval for this leave and assure you that he will catch up with any missed work.

Thank you for your understanding.

Sincerely,

[Your Name]

[Relationship to Student]

Get more templates here:

<https://www.lettersandtemplates.com/letters/school-leave-letter-for-my-son>