

Formal, Official Leave Letter

Subject: Leave Request for Medical Reasons

Dear [Principal/Teacher Name],

I am writing to formally inform you that my son, [Son's Name], studying in [Grade/Class], is unwell and requires medical rest. Therefore, he will not be attending school from [Start Date] to [End Date].

I kindly request you to grant him leave for the mentioned period and excuse his absence. A medical certificate from our family doctor is attached for your reference.

Thank you for your consideration.

Yours sincerely,

[Your Name]

[Relationship to Student]

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