

Casual, Informal Email

Subject: Leave Request for [Son's Name]

Hi [Teacher's Name],

Just letting you know that my son, [Son's Name], won't be able to attend school from [Start Date] to [End Date] because [reason â€” family function, minor illness, etc.].

Please excuse him for these days. He will catch up on homework once he returns.

Thanks,

[Your Name]

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