

Provisional, Conditional Leave Letter

Subject: Request for Leave (Pending Confirmation)

Dear [Teacher/Principal Name],

I would like to request leave for my son, [Son's Name], from [Start Date] to [End Date]. The leave is due to [reason], and we are awaiting confirmation for the final schedule of [event/appointment].

We request your provisional approval for this period. Once the schedule is confirmed, we will provide you with the exact dates.

Thank you for your understanding.

Sincerely,

[Your Name]

[Relationship to Student]

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