

Serious, Emergency Leave Letter

Subject: Emergency Leave Request

Dear [Principal/Teacher Name],

I am writing to inform you that my son, [Son's Name], studying in [Grade/Class], will not be able to attend school from [Start Date] to [End Date] due to an urgent family matter.

I request you to kindly grant leave for the mentioned period. We will ensure that he completes all pending assignments upon his return.

Thank you for your prompt consideration.

Sincerely,

[Your Name]

[Relationship to Student]

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