

Formal School Leave Letter for Vacation

Subject: Request for Vacation Leave

Dear [Principal/Teacher's Name],

I am writing to request leave for my child, [Student's Name], who is a student in [Grade/Class]. Our family has planned a vacation from [Start Date] to [End Date], during which time [he/she] will be unable to attend school.

I kindly request your approval for this leave and assure you that [Student's Name] will catch up on any missed lessons and assignments upon return. Please let us know if any additional steps are required to ensure that the absence does not affect academic progress.

Thank you for your understanding and support.

Yours sincerely,

[Parent's/Guardian's Name]

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