

Urgent Vacation Leave Letter

Subject: Urgent Request for Leave

Dear [Principal/Teacher's Name],

I am writing on short notice to request leave for my child, [Student's Name], who studies in [Grade/Class]. Due to urgent family travel, we will be away from [Start Date] to [End Date].

I understand that this is a crucial time in the academic year and assure you that all missed lessons will be covered. Kindly grant permission for this leave.

Thank you for your consideration.

Sincerely,

[Parent's/Guardian's Name]

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