

Heartfelt Vacation Leave Letter

Subject: Family Vacation Leave Request

Dear [Principal/Teacher's Name],

I am writing to request leave for my child, [Student's Name], from [Start Date] to [End Date].

Our family has been looking forward to this vacation as a time to bond, relax, and recharge together.

We will make every effort to ensure that [Student's Name] completes all pending schoolwork and does not fall behind academically. We appreciate your understanding in supporting this family time.

Warm regards,

[Parent's/Guardian's Name]

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