

Official School Leave Request for Vacation

Subject: Application for Vacation Leave

Dear [Principal's Name],

I respectfully request leave for my child, [Student's Name], enrolled in [Grade/Class], from [Start Date] to [End Date] due to a planned family vacation. We request your approval and guidance on how best to handle the academic responsibilities during this period.

Please let us know if any forms or approvals are needed. We value the school's cooperation and support in this matter.

Yours faithfully,

[Parent's/Guardian's Name]

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