

Formal leave request for child

Subject: Leave Request for [Child's Name]

Dear [Principal/Teacher],

My child, [Child's Name], studying in [Class/Grade], is unwell and unable to attend school from [Start Date] to [End Date]. Kindly grant leave for the mentioned duration. A doctor's note is attached for your reference.

Thank you for your consideration.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-letter-for-illness>