

Casual sick leave request

Subject: Sick Leave Request for [Student Name]

Dear [Class Teacher/Principal],

I am writing to inform you that my child, [Student Name], is unwell and will not be able to attend school from [Start Date] to [End Date]. Kindly grant [him/her] leave for the mentioned days.

Thank you for your understanding.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

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