

Leave letter for family vacation

Subject: Vacation Leave Request for [Student Name]

Dear [Teacher/Principal],

I would like to request leave for my child, [Student Name], from [Start Date] to [End Date] as our family will be traveling for a vacation. I will ensure that [Student Name] completes all pending assignments and homework.

Thank you for your support.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

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