

Formal medical leave with attachment

Subject: Medical Leave Request for [Student Name]

Dear [Teacher/Principal],

This is to inform you that my child, [Student Name], is under medical care and will require leave from [Start Date] to [End Date]. A doctor's note is attached for your reference. Kindly grant leave during this period.

Thank you for your attention.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

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