

# Leave Letter for Family Emergency

Subject: Request for Leave for [Child's Name]

Dear Principal,

Due to a family emergency, our child, [Child's Name], studying in [Class/Grade], will be unable to attend school from [Start Date] to [End Date]. We request you to kindly grant leave for this period.

Thank you for your understanding.

Sincerely,

[Parent's Name]

[Contact Information]

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