

Family Function Leave Letter

Subject: Leave Request for Family Function

Dear [Class Teacher's Name],

I am writing to request leave for my child, [Student's Name], who is in [Class/Grade], from [Start Date] to [End Date] due to a family function that requires our presence.

We appreciate your understanding and support. [Student's Name] will catch up with all missed lessons and assignments promptly upon return.

Thank you for your consideration.

Sincerely,

[Parent's Name]

[Contact Information]

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