

Exam Preparation Leave Letter

Subject: Leave Request for Exam Preparation

Dear [Class Teacher's Name],

I am writing to request a leave of absence for my child, [Student's Name], studying in [Class/Grade], from [Start Date] to [End Date] to prepare for upcoming examinations.

We hope you understand the necessity for focused study during this period. [Student's Name] will resume regular attendance after the mentioned dates.

Thank you for your consideration.

Sincerely,

[Parent's Name]

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