

Formal School Leave Application Letter

Subject: Request for Leave of Absence

Dear Principal,

I am writing to formally request leave of absence from school for my child, [Student's Name], who is in [Class/Grade]. The leave is required from [Start Date] to [End Date] due to [reason such as illness, family obligation, or travel].

We will ensure that all missed assignments, homework, and lessons are completed promptly. I kindly request your approval and understanding regarding this matter.

Thank you for your attention and consideration.

Sincerely,

[Parent's Name]

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