

Leave Application Letter for Family Function

Subject: Leave Request for Family Function

Dear Principal,

I am writing to request leave for my child, [Student's Name], who is studying in [Class/Grade].

We will be attending a family function outside the city from [Start Date] to [End Date], and therefore my child will not be able to attend school during this period.

We assure you that all schoolwork will be completed promptly upon return. Kindly grant the requested leave.

Yours sincerely,

[Parent's Name]

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