

Leave Application for Exam Preparation

Subject: Leave Request for Exam Preparation

Dear Principal,

I kindly request leave for my child, [Student's Name], in [Class/Grade], on [dates] to prepare for upcoming competitive examinations. We believe that a few days of focused study at home will greatly benefit performance.

We request your approval and assure you that school responsibilities will also be kept in check.

Thank you for your understanding.

Sincerely,

[Parent's Name]

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