

Leave Letter to Class Teacher

[Your Name]

[Your Class and Roll Number]

[Date]

[Class Teacher's Name]

[School Name]

[School Address]

Subject: Leave Application

Respected [Teacher's Name],

I hope this letter finds you well. I am writing to inform you that I am in need of a leave from school due to [mention the reason briefly - illness, family event, personal reasons, etc.]. I kindly request your permission for a leave of [Number of Days], starting from [Start Date] to [End Date].

I understand the importance of regular attendance and am committed to making up for any missed assignments or lessons during my absence. I will also seek assistance from my classmates to ensure that I stay updated with the ongoing lessons.

I have attached [any supporting documents, such as a doctor's note or relevant details] for your reference.

I assure you that I will resume classes on [Return Date] and will make every effort to maintain good attendance thereafter.

Thank you for considering my request. I am willing to provide any additional information or documentation if required.

Sincerely,

[Your Full Name]

[Your Class and Roll Number]

[Signature - if submitting a hard copy]