

SCHOOL LEAVE LETTER

To: - Principal of

- Form Teacher of Class

I am writing this letter in order to make a request to kindly grant my daughter/son
..... [*full name*], a student of class, a leave of days i.e. from / /
to / /

Reason:
.....
.....
.

I assure you that she/he would catch up with her/his studies and assignments once she resumes
school from / /

Thank you and regards,

[*Your name*]