

Email Format About Leave Letter to Class Teacher

Subject: Leave Letter for [Student Name]

Respected [Teacher's Name],

I am writing this letter to inform you that my child, [Student Name], will not be able to attend school for [number of days] days from [starting date] to [ending date]. The reason for the absence is [mention the reason for the leave].

I request you to kindly excuse [Student Name]'s absence during this period and make necessary arrangements for him/her to catch up on missed work upon our return. I assure you that [Student Name] will work hard to make up for the missed lessons.

I have already informed [mention the concerned person's name] about our absence and have made arrangements for [mention any necessary arrangements]. Please let me know if any further action is required from my end.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]