

## Leave Letter for LKG Student - Family Emergency

[Your Name]

[Your Address]

[City, State Zip Code]

[Date]

Dear Teacher,

I am writing this letter to inform you that my son/daughter [child's name], who is studying in LKG, will be absent from school for [number of days] days due to a family emergency. We apologize for the inconvenience caused by the child's absence, but we assure you that we will make sure that our child catches up with the missed lessons and homework.

We request you to kindly grant our child leave from [start date] to [end date]. We appreciate your understanding and support during this time.

Thank you.

Sincerely,

[Your Name]