

Leave Letter For UKG Student Due To Illness - Email Format

Subject: Leave Application for UKG Student Due to Illness

Dear [Teacher's Name],

I am writing this email to inform you that my son/daughter [child's name] who is studying in UKG section of your school, will not be able to attend the school for the next few days due to illness.

My child has been experiencing [symptoms] since [date] and the doctor has advised him/her to take rest for a few days. Therefore, I request you to kindly grant leave for [number of days] days, starting from [start date] to [end date].

I assure you that my child will catch up with the missed lessons once he/she returns to school. We will also provide a medical certificate from the doctor as soon as possible.

Thank you for your understanding and support.

Sincerely,
[Your Name]