

Yesterday Leave Letter - Example

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Leave Application for [Student's Name], [Class and Section]

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to inform you that my child, [Student's Name], who is in your [Class and Section], was unable to attend school yesterday, [Date].

[Student's Name] experienced sudden [briefly explain the reason, e.g., illness or family emergency], and we decided it was best for [him/her] to take a day off and rest at home.

We understand the importance of regular attendance and assure you that [Student's Name] will diligently catch up on any missed assignments or classwork promptly.

Thank you for your understanding and support in this matter. If there are any specific instructions or tasks that [Student's Name] needs to complete, please let us know.

Sincerely,

[Your Name]
[Your Signature if sending a hard copy]