

Leave Letter for a Preschool Student

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

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

Subject: Leave Application for Preschool Student - [Student's Name]

Dear [Preschool Teacher's Name],

I trust this letter finds you well. I am writing to inform you that my child, [Student's Name], who is enrolled in the [class/section] of your preschool, will be unable to attend school from [start date] to [end date] due to [mention the reason, e.g., family event, medical reasons, etc.].

I kindly request you to grant leave for the mentioned period and provide any activities or materials that [Student's Name] can work on during this time to stay connected with the learning process.

If there are any specific instructions or requirements from the preschool's end regarding this leave application, please inform me, and I will ensure they are fulfilled promptly.

Thank you for your understanding and cooperation. I appreciate your efforts in ensuring a smooth transition for [Student's Name] during this temporary absence.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]