

Leave Letter to Headmaster - Template

Dear [Headmaster's Name],

I am writing this letter to request a leave of absence for [student's name], who is currently enrolled in [class and section] at your esteemed school. Unfortunately, due to [reason for the leave], I will have to keep [him/her] away from school for [number of days].

I apologize for any inconvenience this may cause, and I assure you that [he/she] will catch up on any missed work once [he/she] returns to school. Please let me know if there are any specific assignments or projects that [he/she] needs to complete during this time.

I have already informed [his/her] teacher about this leave, and I will ensure that [he/she] is updated with any new information or changes during the absence. I am grateful for your understanding and support during this difficult time.

If there are any further steps I need to take or forms I need to fill out, please let me know. I appreciate your attention to this matter and look forward to [student's name] returning to school as soon as possible.

Thank you for your time and consideration.

Sincerely,

[Your Name]