

Leave Letter for Attending a Baby Name Ceremony

Dear [Teacher's Name],

I am writing this letter to request a leave of absence on [date] from school for my daughter/son [student name] who is studying in [class and section]. The reason for this leave is to attend my cousin's baby's naming ceremony.

As a family, we believe that attending such events is important to maintain our relationships and social bonds with our loved ones. I assure you that I will make up for any missed classes by going through the study material at home and preparing for any upcoming exams.

I kindly request you to grant me permission for the leave of absence on the mentioned date. I am willing to provide any further details or information if required.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]