

Permission Letter to Class Teacher for Student Leave

[Your Full Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Contact Number]
[Date]

[Class Teacher's Full Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Permission for Student Leave

Respected [Class Teacher's Last Name],

I trust this letter finds you well. I am writing to seek your permission for my child, [Student's Full Name], who is in your [Class and Section], to be granted leave from school.

The reason for this leave is [briefly explain the reason, e.g., family function, medical appointment, etc.], and the leave period is expected to be from [Start Date] to [End Date].

I assure you that [Student's Full Name] will make every effort to catch up on any missed assignments or lessons during the absence. We will coordinate with [his/her] classmates to ensure that [he/she] stays updated with the classwork.

If there are any specific procedures or forms required for the leave application, please let us know, and we will promptly comply.

I appreciate your understanding and cooperation in this matter. Your support is crucial in ensuring a smooth transition for [Student's Full Name] upon return to school.

Thank you for your attention to this request, and we look forward to your positive response.

Sincerely,

[Your Full Name]
[Parent's Signature]