

Leave Letter for Eye Checkup to School Teacher

Dear [Teacher's Name],

I am writing this letter to request a leave of absence from school on [Date] for my daughter/son [Student's Name]. The reason for the absence is to attend an eye check-up appointment with our family ophthalmologist.

The appointment is scheduled for [Time], and it is expected to last for approximately [Duration]. I apologize for any inconvenience that this may cause, and I assure you that we will make every effort to ensure that our child completes any missed assignments upon returning to school.

We understand the importance of regular check-ups for our child's health, and we would appreciate your cooperation in granting this leave of absence. We are willing to provide any additional information that you may need to facilitate the approval of this request.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]