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# Leave Application For School From Parents

[Parent's Full Name]

[Parent's Address]

[City, State, Zip Code]

[Parent's Email Address]

[Parent's Phone Number]

[Date]

To,

[Principal's/Teacher's Name]

[School's Name]

[School's Address]


[City, State, Zip Code]

**Subject: Leave Application for [Student's Full Name], [Grade/Class]**

**Dear [Principal's/Teacher's Name],**

I am writing to inform you that my child, [Student's Full Name], who is studying in [Grade/Class], will not be able to attend school from [Start Date] to [End Date] due to [reason for leave, e.g., illness, family emergency, etc.].

We understand the importance of ensuring that [Student's Name] keeps up with his/her studies and assignments during this period. Therefore, we request that you kindly share any homework or study materials that [he/she] can work on during this time. We assure



you that [Student's Name] will make every effort to complete the assigned work and catch up on any missed lessons.

We are hopeful for [Student's Name]'s quick recovery and return to school. Attached are any relevant documents supporting this leave application [if applicable, mention the type of documents, e.g., medical certificate, travel tickets].

Thank you for your understanding and support in this matter. Please let us know if any further information is required.

Yours sincerely,

**[Parent's Signature (if sending a hard copy)]**

**[Parent's Full Name]**

**[Relationship to Student, e.g., Mother, Father, Guardian]**