

[Your School/Institution Letterhead]

[Date]

To,

The Principal,

[School/Institution Name],

[School/Institution Address],

[City, State, Zip Code]

Subject: Attendance Approval Request

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to request approval for the attendance of [Student's Name], a student of [Class/Grade], with roll number [Roll Number].

Due to [reason for absence - e.g., illness, family emergency], [he/she/they] was unable to attend classes from [Start Date] to [End Date]. We kindly request your approval to consider [his/her/their] attendance for these days as exempted/approved.

We assure you that [he/she/they] has been keeping up with the studies and will submit any pending assignments as required.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position - e.g., Parent, Guardian, Teacher]

[Your Contact Information]