

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: School Leave Notice

This is to inform you that your child, [Child's Full Name], a student in [Grade/Class Name], will be granted leave from school on [Start Date] to [End Date] due to [reason for leave, e.g., medical reasons, family emergency, etc.].

We kindly ask you to ensure that your child completes any assignments or homework during their absence. Please feel free to contact [Teacher's Name or School Office] if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]