

School Leave Letter Written by a Parent

For younger children, parents usually write the note. Attach a certificate if asked.

Date: [DD Month YYYY]

To,
The Principal,
[School Name], [City]

Subject: Leave application for [Child's Name], Class [5-C]

Respected Sir / Madam,

I am the [mother/father] of [Child's Name], a student of Class [5-C], Roll Number [09]. My [son/daughter] is unwell with fever and is under the doctor's care. [He/She] will not be able to attend school from [DD Month] to [DD Month].

I request you to kindly grant leave for these days. The medical certificate is attached for your reference.

Thank you for your support.

Sincerely,
[Parent's Name]
[Contact Number]