

## LEAVE LETTER TO TEACHER

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## Introduction

This type of leave letters are normally written by parents of the ward to formally inform about their absence from school. The letter is either addressed to the principal or teacher of the school. Through this letter, they provide a valid reason behind their ward's leave and specified the dates for the same. By doing so, they are expressing their generosity of their ward.

## Leave Letter to Teacher Tips

Few tips are considered effective for writing a leave letter to the teacher:

- First and foremost it is vital to express your gratitude towards the teacher for being a high support for your ward, when needed.
- Tone of the letter should be polite.
- Content of the letter should be formal.
- You must clearly state the reason behind the leaves.
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

## Sample Leave Letter to Teacher

[Insert Text here]

## Leave Letter to Teacher Template

[Insert Text here]

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