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SCHOOL LEAVE LETTER

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Introduction

School leave letters are written to inform about a student absence in school for a limited period of time. This letter is either addressed to the Principal or Class teacher of the student. Through this letter, you are informing that your ward will not attend the school due to some personal reason.

It is normally recommended that school leave letter should be written by the parents and they should duly signed the same before sending it to the concerned person.

School Leave Letter Tips

Few tips need to be considered for effective writing of school leave letter:

- It is vital to write the letter in a polite tone so that it expresses your appeal of leave in a genuine way.
- You must clearly state the reason behind your ward's leave.
- Tone of the letter should be formal.
- Letter should be brief and to the point.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample School Leave Letter

From,

Stanley Smith

18, Avenue Hills

California

Date (Date on which letter is written)

To,

Ms. Rita Mathew

Principal

Green Field School

California

Sub: Leave Application

Respected Ms. Mathew,

I would like to bring to your kind attention that my daughter Angela Smith is studying in Grade I of your school. Due to some health problems, my father has been hospitalized and has been recommended a minor surgery by the doctors.

Me and wife are busy in taking care of him and are spending whole night in hospital. So, there is no body to dress Angela and send her to school. I would be really obliged if you grant her leaves for 1 week from 26th August onwards.

I hope you will understand our situation and do the needful.

Thanking you,

Yours sincerely'

Stanley Smith

Father of Angela Smith

Grade I

School Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____, (Sir/madam)

With due respect, I would like to inform you that my _____ is studying in _____ of your school. Due to some emergency, my _____ is hospitalized and is recommended to be in doctor's supervision for three days. All my family members are right now taking care of _____ in hospital and we are not in a position to send _____ to school.

Therefore, I request you to please consider our situation and grant _____ leaves for _____ days from _____ to _____. I am enclosing a letter from the doctor for your reference.

Thanking you,

Yours sincerely'

(_____)

Father/Mother

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