

John Smith

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(555) 555-5555

March 12, 2024

West High School

5678 Oak Avenue

Anytown, NY 67890

Dear Principal Johnson,

Subject: Exeat Request for John Doe (Grade 10)

We hope this letter finds you in good health and high spirits. We are writing to formally request an exeat for our son, John Doe, who is a student in Grade 10 at West High School. Due to personal reasons, we require John to be granted permission to leave the school premises on March 15, 2024, and return on March 20, 2024.

Reasons for the exeat request include a family emergency that requires our immediate attention. We assure you that John's academics and commitments to the school will not be compromised during this period, and we will ensure that he catches up on any missed work promptly.

We kindly request your approval and assistance in processing the necessary paperwork for this exeat. Attached, please find a copy of the medical certificate detailing the family emergency.

Thank you for your understanding and cooperation in this matter. We appreciate your attention to this request and look forward to your prompt response.

Should you require any further information or clarification, please do not hesitate to contact us at (555) 555-5555 or [john.smith@email.com](mailto:john.smith@email.com).

Thank you for your attention to this matter.

Sincerely,

Jane Smith

[Signature]

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