

Dear Madam,

I hope this email finds you well. I am writing to request a leave of absence for my child, Ranit Dwivedi , for a period of four days.

The reason for this leave is a family emergency. We have to travel to Allahabad to be with our aunt (mausi) who is facing a critical situation. It is essential for us to be there to provide support and assistance during this difficult time.

Therefore, I kindly request your understanding and approval for Ranit Dwivedi to be granted leave from 02-08-2023 to 06-08-2023. We will make sure to facilitate any missed assignments and catch up on the curriculum promptly upon our return.

I assure you that we take our child's education seriously, and this leave request is due to unforeseen circumstances that require our immediate attention. [Child's Name] will be encouraged to make the most of this situation to learn from the experience and compensate for the missed class time.

Thank you for considering our request. If you require any additional information or documentation, please do not hesitate to contact us.

Looking forward to your positive response.

Sincerely,

Rahul Dwivedi

Contact Information: 9826774377 and dwivedi7rahul@gmail.com