

Sender's Address

Sender's Email Address

Date

To the Principal

Name of the School/ College

Address of School/ College

Subject: Thank you Letter for Granting Leave to _____ (Name and Class of the Child)

Dear ABC (Name of the Receiver),

I am writing this letter to thank you for granting leave for 1 month (August 2021) to my child, Rohan studying in Class VIII-D (Name and class of child). I am grateful to you for approving the leave application of my child as he is selected for a Summer School in London that is clashing with the dates of his school. Thank you for understanding how important this Summer School is for him and his overall growth.

I assure you once again that he will cover up the missed classes and topics as soon as he comes back from Summer School. I will personally make sure that he does not lag in his regular classes and scores well in the upcoming mid-term examinations.

Thank you, once again, for understanding the situation and approving the leave application.

Sincerely,

(Signature)

Sender's Full Name