

This sample formal letter for leave application for **child's illness** serves as a professional template for parents or guardians to request time off from work or school due to their child's health condition. It typically includes the reason for the leave, the expected duration, and a polite request for understanding and approval. This letter helps ensure clear communication between the sender and the recipient, maintaining professionalism while addressing the urgent need for caregiving during a child's illness.

Sample Formal Letter for Leave Application

From:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To:

[Recipient's Name]

[Recipient's Designation]

[Organization/School Name]

[Address]

[City, State, ZIP Code]

Subject: Application for Leave Due to Child's Illness

Dear [Recipient's Name],

I am writing to formally request leave from [start date] to [end date] as I need to take care of my child, [Child's Name], who is currently suffering from [mention illness, e.g., high fever/flu/chickenpox]. The doctor has advised complete rest and personal care for my child during this period, and my presence is essential to ensure proper recovery.

I kindly request you to grant me leave for the mentioned period. I assure you that I will complete any pending work at the earliest possible opportunity. I appreciate your understanding and support.

Thank you for your consideration.

Sincerely,

[Your Name]