[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope you are doing great.

It was wonderful to meet you over the children’s meeting. You seem to be a very kind and a compassionate person. I am so glad to know that my daughter has a teacher like you. I am writing this letter to you to explain a situation which I am sure you will understand.

I and my husband are running a very critical time in our relationship. Due to this, the environment at home has become much stressed. I have observed that the kids are not doing well in terms of their studies. They are feeling a lot of pressure to juggle between the house and school.

Therefore, I would like to apply a leave for the kids for a week. As things get normal, I will make sure that they return to school in time with all the energy and positivity. Your understanding will be much appreciated in this matter.

With thanks

Mrs. Shaggy