# Excuse Letter from School for Dentist Appointment

To,
The Principal,
\_\_\_\_\_\_\_\_\_\_\_\_ (School Name),
\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

Subject:

Respected Sir/ Madam,

I write this letter in reference to \_\_\_\_\_\_\_\_ (name), a student of \_\_\_\_\_\_\_\_ (class) of your reputed school.

I write this letter in order to request you to kindly grant leave to my son/ daughter on date \_\_/\_\_/\_\_\_\_ (mention date). I am requesting you to grant leave for the mentioned date, as he/ she is having an appointment with the dentist and for which \_\_\_\_\_\_\_\_\_\_\_ (name of the student) needs to be present at the clinic on time.

I shall be highly obliged for your kind consideration.

Yours truly,
\_\_\_\_\_\_\_\_\_\_\_ (signature),
\_\_\_\_\_\_\_\_\_\_\_ (name),
\_\_\_\_\_\_\_\_\_\_\_ (roll number)