

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a leave of absence for my child, [Child's Name], who is in [grade/class] at [School's Name]. We are requesting this leave from [start date] to [end date] due to [reason for the leave, e.g., medical reasons, family emergency, etc.].

We understand the importance of school attendance and will ensure that [Child's Name] completes any missed assignments and stays on track with their studies during this time. We appreciate your understanding and support regarding this matter.

Thank you for your attention to this request. Please let us know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]