

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

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

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class] at [School Name].

The requested leave is from [start date] to [end date] due to [brief reason for leave, e.g., illness, family emergency, etc.]. I assure you that we will make every effort to ensure that [Child's Name] keeps up with assignments and classwork during this period.

Thank you for your understanding and support. Please let me know if you need any further information.

Sincerely,

[Your Name]  
[Your Relationship to Child]