

[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],

Subject: Application for Leave of Absence

I am writing to formally request a leave of absence for my child,
[Child's Name], who is in [Grade/Class Name] at [School's Name]. Due to
[reason for leave, e.g., illness, family commitment, etc.], we will be
unable to attend school from [start date] to [end date].

We understand the importance of attending school and assure you that
[Child's Name] will make up for any missed assignments or lessons during
this period.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]