

[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 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 Name], from [Start Date] to [End Date] due to [reason for leave, e.g., family emergency, medical reasons, etc.].

We understand the importance of regular attendance and assure you that we will ensure [he/she/they] will complete any assignments missed during this time.

Thank you for your understanding, and please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Name]  
[Your Relationship to the Child]