

[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]. The reason for this request is
[briefly explain the reason, e.g., a family emergency, medical reasons,
etc.].

I kindly request leave starting from [start date] to [end date]. During
this time, I will ensure that [Child's Name] keeps up with all
assignments and schoolwork. Please let me know if there are any forms or
additional information you need from us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Your Signature (if submitting a hard copy)]