

[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 medical leave for my child, [Child's Name], a student in [Grade/Class] at [School's Name]. Due to [brief explanation of the medical issue], [he/she/they] will be unable to attend school from [start date] to [end date].

We have consulted with our healthcare provider, and they have advised that [Child's Name] takes this time to recover fully. Please let us know if you require any additional documentation or information regarding [his/her/their] condition.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]