

[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]

Subject: Leave of Absence Request

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] at [School's Name].

The reason for this leave is [brief explanation of the reason, e.g., a family commitment, medical reason, etc.]. We would like to request leave from [start date] to [end date].

We understand the importance of attending school and will ensure that [Child's Name] keeps up with any assignments or classwork during this time.

Thank you for considering this request. Please let us know if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]