

[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 reduction in my child, [Child's Name], attendance at [School's Name] due to ongoing health issues.

[Briefly explain the health issue and its impact on attendance, e.g., frequent medical appointments or the need for recovery time.]

We believe that a modified attendance plan will be beneficial for [Child's Name]'s well-being and academic progress. We kindly ask for your support in working out an arrangement that accommodates [his/her/their] health needs while allowing [him/her/them] to continue learning.

Thank you for your understanding and support. I look forward to discussing this matter further.

Sincerely,

[Your Name]
[Your Relationship to Child]