

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's/Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],  
I am writing to formally request a leave of absence for my child,  
[Child's Name], who is in [Grade/Class] at [School's Name]. Due to  
[reason for absence], [he/she/they] will be unable to attend school from  
[start date] to [end date].

I understand the importance of attending school and assure you that  
[Child's Name] will catch up on any missed assignments and lessons.  
Thank you for your understanding and support. Please let me know if you  
require any further information.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]