

[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 request permission for my child, [Child's Name], who is in [Child's Grade/Class], to [briefly state the reason for the request, e.g., attend a family event, miss school for a specific reason, etc.]. This is scheduled for [date(s)] and I assure you that [Child's Name] will make up any missed assignments and keep up with their studies. Thank you for considering this request. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Child]