

[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 letter finds you well. I am writing to formally request personal leave for my child, [Child's Name], who is a [Grade/Class] student at [School's Name]. We would like to request leave from [Start Date] to [End Date] due to [brief reason, e.g., family obligations, personal matters].

We understand the importance of regular attendance and assure you that we will ensure all assignments are completed during this time. Please let us know if there are specific tasks or projects that require attention.

Thank you for your understanding. We appreciate your support and look forward to your approval of this leave request.

Sincerely,

[Your Name]

[Your Relationship to the Student]