

[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 personal leave for my child, [Child's Name], who is in [Grade/Class Name], from [Start Date] to [End Date].

We have [brief explanation of the reason for the leave, e.g., family obligations, medical reasons, etc.]. During this time, we will ensure that [he/she/they] keeps up with any assignments and responsibilities. Please let me know if you require any further information or documentation. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]