

[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 formally request leave of absence from school due to illness. My child, [Child's Name], a [grade/class] student, has been experiencing [brief description of illness, e.g., fever, flu, etc.], and as a result, will be unable to attend school from [start date] to [end date].

We understand the importance of regular attendance, but health must take precedence in this situation. We appreciate your understanding and support during this time.

Please let us know if any further information is required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Relationship to the Child]