

[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 a leave of absence for my child,
[Child's Name], who is in [Grade/Class Name]. The leave is requested from
[Start Date] to [End Date] due to [reason for leave, e.g., illness,
family emergency, etc.].

We understand the importance of attendance and will ensure that [Child's
Name] catches up on any missed work during this period. Please let us
know if there are any assignments or procedures we should be aware of for
this leave.

Thank you for your understanding. We appreciate your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]