

[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 a [grade/class name] student at [School's Name].  
Due to [reason for absence, e.g., illness, family emergency, etc.],  
[he/she/they] will be unable to attend school from [start date] to [end  
date].

I understand the importance of attending school and assure you that  
[Child's Name] will take all necessary steps to catch up on missed  
assignments and lessons.

Thank you for your understanding. Please let me know if you require any  
further information.

Sincerely,

[Your Name]

[Your Relationship to the Student]