

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Leave Application for Family Emergency

I am writing to formally request a leave of absence for my  
[son/daughter], [Child's Name], who is a student in [Grade/Class Name] at  
[School's Name]. Unfortunately, we are facing a family emergency that  
requires our immediate attention, and we will need to be away from school  
from [Start Date] to [End Date].

We understand the importance of attendance and assure you that [Child's  
Name] will catch up on any missed assignments and lessons during this  
period.

Thank you for your understanding. We appreciate your support in this  
matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]