

[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] student at [School's Name]. The requested leave is due to [reason for leave - e.g., illness, family commitment, personal reasons], and it will be from [start date] to [end date].

I understand the importance of attending classes and assure you that [Child's Name] will make every effort to catch up on missed assignments and lessons during this time.

Thank you for your consideration. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Relationship to the Child]