

[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],

I hope this letter finds you well. I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class Name], from [Start Date] to [End Date] due to a family vacation.

We have planned this trip in advance, and it provides an invaluable opportunity for our family to spend quality time together. I assure you that [Child's Name] will be responsible for completing any assignments or homework that may be given during this period.

Thank you for considering our request. We appreciate your understanding and support.

Sincerely,

[Your Name]  
[Your Contact Number]