

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's/Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],  
I hope this message finds you well. I am writing to formally request a  
leave of absence for my child, [Child's Name], who is in [Grade/Class] at  
[School's Name].

The reason for this request is [briefly explain the reason for absence,  
e.g., medical reasons, family emergency, etc.], and it will require  
[number of days] from [starting date] to [ending date].

We understand the importance of maintaining attendance and will ensure  
that [Child's Name] keeps up with any assignments or homework during this  
period. We would appreciate any guidance on how to manage this  
effectively.

Thank you for your understanding and support. Please let me know if  
additional information is needed.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]