

[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 leave for my [son/daughter], [Child's Name], who is a [grade/class name] student at [School's Name]. Due to [reason for leave, e.g., a family emergency, illness, travel plans], we would like to request leave starting from [start date] to [end date]. We understand the importance of attending school and assure you that [Child's Name] will catch up on missed assignments and lessons during this time.

Thank you for considering our request. Please let us know if you require any additional information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]