

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from school for [number of days] due to illness. My [nature of illness] has made it difficult for me to attend classes, and I believe that taking the necessary time to recover is essential for my health.

I anticipate returning to school on [return date]. During my absence, I will ensure to keep up with my assignments and any classwork missed. I would appreciate your understanding and support during this time.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Grade/Class]
[Contact Number]