

[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 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]. Due to a family travel plan, we will be away from [Start Date] to [End Date].

During this period, I will ensure that [Child's Name] keeps up with the assignments and any missed work. We appreciate your understanding and support.

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

Sincerely,
[Your Name]
[Contact Number]