

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

Dear [Principal's Name/Teacher'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 Name], due to family reasons.

We will need to be away from [start date] to [end date], and during this time, we will ensure that [Child's Name] keeps up with assignments and any coursework that may be missed.

Thank you for your understanding and support. Please let us know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]