

[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 urgent leave for my child, [Child's Name], who is in [Grade/Class Name]. Due to [brief explanation of the reason, e.g., a family emergency, medical issue, etc.], we are unable to have them attend school from [start date] to [end date].

We appreciate your understanding and support during this time. Please let us know if any formalities or documentation are needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to the Child]