

[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 hope this message finds you well.

I am writing to formally request a leave of absence for my child, [Child's Name], a [Grade/Class] student at [School's Name]. Due to [reason for leave, e.g., illness, family emergency, etc.], we require [duration of leave, e.g., a week, from specific dates].

We understand the importance of regular attendance and assure you that [Child's Name] will catch up on any missed assignments and classwork during this time.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]