

[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 letter finds you well. I am writing to formally request leave for my child, [Child's Name], who is in [grade/class] at [School's Name]. [Child's Name] is unable to attend school from [start date] to [end date] due to [reason for absence, e.g., illness, family commitment, etc.]. We understand the importance of attending school and will ensure that [he/she/they] keeps up with all missed assignments and classwork. Thank you for your understanding and support in this matter. Please let us know if you require any additional information.

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Your Contact Number]