

[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 leave for my child, [Child's Name], a [grade/class] student at [School's Name]. We would like to request leave from [start date] to [end date] due to [reason for leave, e.g., family obligation, medical reasons, etc.].

We understand the importance of attendance and will ensure that [Child's Name] stays updated on any schoolwork or assignments during this time. Thank you for considering our request. Please let us know if you need any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]