

[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 a leave of absence for my child,
[Child's Name], who is in [Grade/Class] at [School's Name]. We would like
to request leave from [Start Date] to [End Date] due to [reason for
leave, e.g., medical reasons, family commitment, etc.].

We understand the importance of attending school and will ensure that
[Child's Name] keeps up with class assignments and homework during this
time. Please let us know if there are any specific tasks or materials
that should be prioritized.

Thank you for your understanding and support. We look forward to your
favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]