

[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 letter finds you well. 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].

Due to [reason for leave: illness, family emergency, personal reasons, etc.], we kindly request leave from [start date] to [end date]. We understand the importance of attendance and will ensure [Child's Name] keeps up with any missed assignments and schoolwork during this period. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]