

[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].

The reason for this leave is [brief explanation of the reason, e.g., medical, family emergency, etc.]. We would like to request leave starting from [Start Date] to [End Date].

Please let us know if there are any forms or procedures we need to complete for this request. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to the Child]