

[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 am writing to formally request a leave of absence for my child,
[Child's Name], a student in [Grade/Class] at [School's Name]. Due to
[brief explanation of reason, e.g., illness, family emergency, etc.], we
will need to take leave from [start date] to [end date].

We understand the importance of attendance and will ensure that [Child's
Name] keeps up with all assignments and classwork during this time. We
would greatly appreciate your understanding and support.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Contact Number]