

[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 of absence for my child, [Child's Name], who is in [Grade/Class Name] due to [reason for leave, e.g., illness, family emergency, personal reasons] from [start date] to [end date].

We understand the importance of attending school and will ensure that [he/she/they] keeps up with any missed assignments and lessons during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]