

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's/Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for my child, [Child's Name], a student in [Grade/Class Name], from [Start Date] to [End Date].

The reason for this leave is [brief explanation of the reason, e.g., family emergency, illness, etc.]. I assure you that [he/she/they] will catch up on any missed assignments and notes during this period.

Thank you for your understanding and support. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Relationship to the Student]