

[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 message 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 leave is requested from [Start Date] to [End Date] due to [Reason for Leave - e.g., family obligations, medical reasons, etc.]. During this time, we will ensure that [he/she/they] keeps up with [his/her/their] studies and completes any assigned work.

We appreciate your understanding and support in this matter. Please let us know if you require any further information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Relationship to Child]