

[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 notify you that my child, [Child's Name], a [grade/class] student at [School's Name], will be unable to attend school from [start date] to [end date] due to [reason for leave, e.g., illness, family emergency, etc.].

We understand the importance of attending classes and will ensure that [Child's Name] keeps up with any assignments missed during this time. If possible, we would appreciate any resources or materials that could be shared to assist in their studies while away.

Thank you for your understanding and support. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]
[Your Relationship to the Child]