

[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].

Due to [brief reason for leave, e.g., a family commitment, medical reasons, etc.], we will need [him/her/them] to be absent from school from [start date] to [end date]. We understand the importance of attending classes and will ensure that [Child's Name] completes any assignments or homework during this period.

Thank you for considering our request. Please let us know if you require any further information or documentation.

Sincerely,

[Your Name]  
[Your Relationship to the Child]  
[Your Signature (if sending a hard copy)]