

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principle's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Principle's Name],  
Subject: Leave of Absence Request

I hope this letter finds you well. I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class Name] at [School's Name].

The reason for this request is [briefly explain reason, e.g., illness, family emergency, travel, etc.]. We anticipate that [he/she/they] will be unable to attend school from [start date] to [end date].

During this time, we will ensure that [Child's Name] keeps up with [his/her/their] studies and completes any assigned work. We kindly ask for any materials or assignments that [he/she/they] may need during this period.

Thank you for considering this request. We appreciate your understanding and support.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]