

[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 am writing to formally notify you that my child, [Child's Name], who is in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to [reason for leave, e.g., illness, family emergency, personal reasons].

We understand the importance of attending school and will ensure that [Child's Name] keeps up with all assignments and lessons missed during this time. Please let us know if there are specific tasks or materials we should focus on.

Thank you for your understanding.

Sincerely,

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