

[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 request leave for my child, [Child's Name], who is a student in [Grade/Class]. Due to [reason for leave, e.g., illness, family matter, etc.], we kindly ask for leave from [start date] to [end date].

I understand the importance of [Child's Name] attending school and will ensure that they catch up on all missed assignments and lessons during their absence.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]