

Request for School Exemption

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally request an exemption from school attendance for my child, [Child's Name], who is currently recovering from an extended illness.

Due to [briefly describe the nature of the illness and any pertinent details], my child requires additional time for a full recovery. We appreciate your understanding and support during this challenging time.

We kindly request exemption from school for the period of [insert dates], during which time [Child's Name] will be focusing on recovery. We are committed to ensuring that [he/she/they] will catch up on all missed assignments and coursework.

If you require any additional information or documentation regarding this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]