

[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 letter finds you well. I am writing to formally request an exemption for my child, [Child's Name], from attending school due to mental health considerations.

[Child's Name] has been facing [briefly describe the mental health issues, e.g., anxiety, depression] which has significantly impacted their ability to participate in school activities and maintain focus in a traditional classroom environment.

After consulting with [Child's Name]'s mental health professional, it has been recommended that [he/she/they] take a temporary leave from school to focus on [his/her/their] well-being and recovery. We believe this time away will be beneficial for [his/her/their] overall health.

We kindly request your understanding and support in this matter. We are committed to ensuring that [Child's Name] stays on track academically during this period and would appreciate any resources or guidance you can provide to facilitate this process.

Thank you for considering this request. We hope to hear from you soon to discuss this matter further.

Sincerely,

[Your Name]