

[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 a leave of absence for my child, [Child's Name], who is in [Grade/Class] at [School's Name]. Due to a health-related issue, [he/she/they] will be unable to attend school from [start date] to [end date].

We have consulted with our healthcare provider, who has advised us that this period of absence is necessary for [Child's Name]'s recovery. We are committed to ensuring that [he/she/they] keeps up with any missed assignments and lessons during this time.

Thank you for your understanding. Please let me know if you require any further information or documentation regarding [Child's Name]'s condition.

Sincerely,

[Your Name]
[Your Relationship to the Child]