

# Medical Leave Application

Date: [Insert Date]

To,  
The Principal,  
[School Name],  
[School Address].

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a medical leave of absence for my child, [Child's Name], who is a student in [Grade/Class Name]. Due to health issues, [he/she/they] will be unable to attend school from [Start Date] to [End Date].

We have consulted with our family doctor, who has advised this period of rest for [Child's Name] in order to ensure a full recovery.

We kindly request your understanding and support during this time and would appreciate any assignments or materials that could be provided to help [Child's Name] keep up with the schoolwork during [his/her/their] absence.

Thank you for your attention to this matter. We look forward to your kind consideration.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Relationship to the Student]