

Medical Leave Request

Date: [Insert Date]

To,

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request medical leave for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at [School's Name]. Due to [brief explanation of medical condition, e.g., "a recent illness" or "a scheduled surgery"], [he/she/they] will be unable to attend school from [Start Date] to [End Date].

During this period, we will ensure that [Child's Name] keeps up with the assignments and any classwork missed. We kindly ask for your understanding and support in this matter, and we can provide any necessary medical documentation upon request.

Thank you for your consideration. We look forward to [Child's Name]'s return to school and appreciate your support during this time.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student]