

School Absence Request for Personal Reasons

Date: [Insert Date]

To: [Teacher's/Principal's Name]

[School's Name]

[School's Address]

Dear [Teacher's/Principal's Name],

I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class Name]. We need to request this absence for personal reasons from [Start Date] to [End Date].

We understand the importance of attending school and will ensure that [Child's Name] keeps up with any missed assignments and homework during this time. We appreciate your understanding and support.

Thank you for your consideration. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]