

Substitute Teacher Request

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[Principal's Position]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a substitute teacher for my class on [specific dates]. Due to [reason for absence, e.g., a medical appointment, family obligation, etc.], I will be unable to attend school during this period.

The subject and grade level of my class is [subject/grade level], and I have provided detailed lesson plans to ensure a smooth transition for the substitute. Additionally, I will brief the substitute teacher on relevant classroom procedures and student needs.

Thank you for considering my request. Please let me know if you require any additional information.

Sincerely,
[Your Name]