

Medical Leave Request

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 medical leave of absence from school due to illness. I have been diagnosed with [insert illness or condition], and my doctor has advised me to take time off to recover.

I request leave starting from [start date] to [end date]. I will ensure to keep up with my assignments and classwork during this period. I will also provide a medical certificate from my doctor if required.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Information]