

Formal request for student leave of absence

Subject: Request for Leave of Absence

Dear Principal,

I am writing to formally request a leave of absence for my child, [Student's Name], who is currently enrolled in [Grade/Class]. Due to a family obligation, [he/she] will not be able to attend school from [Start Date] to [End Date].

I kindly ask for your approval of this leave and request that any assignments or important notices be shared so that my child may keep up with classwork during the absence.

Thank you for your understanding and cooperation.

Sincerely,

[Parent's Name]

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