

Emergency Family Leave Template

Subject: Urgent - Family Emergency Leave Request

Dear [Principal's Name],

I am writing to inform you that my child, [Student's Name] from [Grade/Class], needs to be absent from school due to an unexpected family emergency.

Due to [brief description - family illness/bereavement/urgent family matter], [Student's Name] will be unable to attend school from [Start Date] to [End Date]. We anticipate their return on [Return Date].

I understand this is short notice, and I apologize for any inconvenience. Please provide any assignments or materials that [Student's Name] should complete during this absence. I can be reached at [Phone Number] if you need any additional information.

We appreciate your understanding during this difficult time.

Respectfully,

[Parent's Name]

[Date]

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