

Medical Holiday Request Letter

Subject: Medical Leave Request for [Student's Name]

Dear [School Administrator],

I am requesting a temporary leave of absence for my child, [Student's Name], from [Start Date] to [End Date] due to necessary medical treatment that cannot be scheduled outside school hours. [Student's Name] requires [brief description of treatment/procedure] and subsequent recovery time as recommended by their healthcare provider. I have attached the medical documentation supporting this request.

During this absence, I will ensure that [Student's Name] receives all assignments and materials to maintain academic progress. We are committed to minimizing any disruption to their education.

Please confirm receipt of this request and advise of any additional steps required for approval.

Best regards,

[Your Name]

[Parent/Guardian]

[Contact Information]

[Date]

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