

School Leave Letter For My Son

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Request for Leave of Absence for [Son's Full Name], [Grade/Class]

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence for my son, [Son's Full Name], who is a student in [Grade/Class] at [School Name]. The reason for this request is [briefly explain the reason for the leave, such as family vacation, medical reasons, etc.].

The leave of absence would be from [Start Date] to [End Date]. During this period, my son will not be able to attend school due to the aforementioned reason. I understand the importance of regular attendance and am committed to ensuring that my son completes any missed assignments or coursework during his absence. I kindly request your guidance regarding the procedures and expectations for making up for the missed work.

I assure you that my son's education is of utmost importance to our family, and we will make every effort to minimize any disruption caused by his absence. I am willing to discuss this further and work with his teachers to create a plan to catch up on any missed lessons.

I kindly request your approval for this leave of absence and appreciate your understanding of our situation. Please let me know if there are any forms or formalities that need to be completed for this

request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Parent/Guardian]

[Signature if submitting a physical letter]