

[Your Name]
[Your Address]
[City, State Zip Code]

[Date]

[School Name]
[School Address]

[City, State Zip Code]

Dear Sir/Madam,

I am writing to inform you that my child, [Child's Name], who is studying in [Grade/Class], will not be able to attend school from [Start Date] to [End Date]. This is due to [Reason for Absence]. We apologize for any inconvenience this may cause.

I request you to kindly grant my child leave for the aforementioned dates. I assure you that my child will catch up with the missed lessons and assignments as soon as possible.

Thank you for your understanding. Please do let us know if there are any further formalities that need to be completed.

Sincerely,

[Your Name]