

# Official Letter to Principal

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**[Your Name]**

123 Oak Street

City, State, ZIP Code

Email: yourname@email.com

Phone: (123) 456-7890

**Date:** October 15, 2024

**[Principal's Name]**

Principal

[School Name]

789 School Rd

City, State, ZIP Code

**Dear [Principal's Name],**

**Subject:** Request for Extended Leave

I am writing to formally request an extended leave of absence for my child, [Child's Name], who is currently in Grade [X]. Due to unforeseen family circumstances, we will be out of town from [Start Date] to [End Date]. I kindly request that the necessary accommodations be made so that [Child's Name] can complete any missed assignments.

Thank you for your understanding and support. I look forward to your response regarding this matter.

**Sincerely,**

**[Your Name]**

