

Official Letter to Principal

[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]

