

## Leave Letter for School Due to Illness

[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: Leave Application Due to Illness

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inform you that my child, [Student's Name], who is in [Class and Section], is unwell and unable to attend school for the next [number of days] due to [briefly explain the illness, e.g., fever, flu].

We visited the doctor, who has advised [his/her] complete rest for a few days. Therefore, I kindly request your permission to grant [him/her] leave from [Start Date] to [End Date] to facilitate [his/her] recovery.

I understand the importance of regular attendance, but [Student's Name] is currently not in a condition to participate in school activities. We will ensure that [he/she] catches up on all the missed assignments and classwork promptly upon [his/her] return.

I have attached the medical certificate from the doctor for your reference. Your understanding and support in this matter are highly appreciated.

If there are any procedures or forms that need to be filled out for the leave application, please let me know, and I will promptly take care of them.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Signature if sending a hard copy]

