

# Sick Leave Letter for School

[Your Name]

[Grade/Class]

[School Name]

[School Address]

[City, State, Zip Code]

[Date]

[Teacher's Name/Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for Sick Leave

Dear [Teacher's Name/Principal's Name],

I hope this letter finds you well. I am writing to inform you that I, **[Your Name]**, a student of **[Grade/Class]** at **[School Name]**, am unable to attend school due to illness. After visiting the doctor, I have been advised to rest and recover at home to prevent the spread of my condition and ensure a swift recovery. Consequently, I will be absent from school starting from **[Start Date]** until **[End Date]**, totaling [number of days] days.

During my absence, I am committed to keeping up with my studies and assignments to the best of my ability. I kindly request any necessary homework, assignments, or notes that I may miss during this period to be provided, so I can complete them at home. If

possible, I would appreciate it if these materials could be sent to my email at [Your Email Address] or arranged for pickup by a parent/guardian.

Please let me know if there are additional steps I need to take to facilitate this process or if there is further information required on my part. I apologize for any inconvenience my absence may cause and thank you for your understanding and support during this time.

I am looking forward to returning to school as soon as I am well and catching up on any missed work. Thank you for your consideration of my request.

Sincerely,

[Your Name]

[Grade/Class]

[Email Address]

[Phone Number (Optional)]