**Sample Permission Letter Asking for Leave from School**

Mrs. Jack Johnson

451 Elm Street

Milwaukee, WI 09890

888-898-0989

Email: jjohnson @gmail.com

January 20th, 20XX

Selma Jackson

Principal

Milwaukee Middle School

9283 Fairview

Milwaukee, WI, 09890

Dear Mrs. Johnson,

I am writing this letter to request permission for leave for my daughter Jennie. Her grandmother in Washington State passed away suddenly, and it is necessary for us to travel there to help with arrangements and attend the funeral services.

I would be grateful if you would grant Jennie a leave of absence from classes beginning on January 22nd, 2022, through January 29th, 2022, so I may help make necessary arrangements and attend the funeral. We expect to return home by January 28th, and Jennie will be back in classes on January 29th, 2021.

We have contacted Jennie’s instructors, and they have provided us with the assignments planned for this period. Jennie will continue to work on them, so she doesn’t fall behind while she is gone, and she will submit them upon her return.

Kind Regards,

Mrs. J. Johnson