Date   
  
[Recipient Name]  
[Title (Principal/Teacher)]  
[School’s Name]  
[Address]

Dear Principal/Madam,

I am writing this letter to formally inform you that my daughter ABC, enrolled in Grade 5, was unable to attend the school on January 12, 20XX, due to food poisoning. Currently, she is on medication. Please allow her​ ​ ​to take ​leave​ for the day​.

Please let me know if I can provide any further information or documentation.

Sincerely,

Parent’s signature  
Sender's name