

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

The Principal

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Leave Application

I am writing to formally request a leave of absence for [number of days] days, from [start date] to [end date]. The reason for my leave is [brief explanation of the reason - e.g., illness, family commitment, personal reasons].

I have ensured that I will catch up on all missed assignments and responsibilities during my absence. I kindly request your approval for this leave.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Class/Grade]
[Your Roll Number] (if applicable)