

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Request for Vacation Leave

I am writing to formally request vacation leave from [start date] to [end date]. The reason for my leave is [briefly explain the reason, e.g., personal, family commitment, etc.].

During my absence, I will ensure that my lesson plans and any necessary materials are prepared in advance. I will also communicate with colleagues to cover any urgent matters that may arise.

I appreciate your understanding and support, and I am committed to ensuring a smooth transition during my time away.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position/Subject]  
[School Name]