

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

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

Dear [Principal's Name],

I am writing to formally request leave from school for [number of days] due to [reason for leave, e.g., illness, family obligations, etc.].

I kindly ask for your understanding and support regarding this matter. I will ensure that I keep up with my assignments and note any important information I may miss during my absence.

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

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Student ID (if applicable)]