

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

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

Subject: Application for Leave

Dear [Principal's Name],

I am writing to formally request leave from school due to [reason for leave, e.g., illness, family commitment, etc.]. I would like to request leave from [start date] to [end date].

I assure you that I will catch up on any missed assignments and lessons during my absence.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Class/Grade]  
[Roll Number]