

[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],

Subject: Application for Leave of Absence

I am writing to formally request a leave of absence for [number of days] starting from [start date] to [end date] due to [reason for leave, e.g., illness, family commitment, etc.].

I assure you that I will make up for any missed assignments or tests during my absence. I appreciate your understanding in this matter.

Thank you for considering my request.

Sincerely,

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