

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

The Principal

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

Subject: Application for Leave

Respected Sir/Madam,

I hope this letter finds you in good health. I am [Your Name], a student of [Your Class/Grade/Year] at [School/College Name]. I am writing to formally request leave due to [mention reason: illness, family function, personal reasons, etc.].

I would like to request leave from [Start Date] to [End Date], during which I will ensure that I catch up on all missed assignments and lessons.

I kindly ask for your understanding and support in this matter.

Thank you for considering my request.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number or ID]