

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

The Principal

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

Subject: Application for Leave

Dear [Principal's Name],

I am writing to formally request leave for [number of days] days 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.

Thank you for considering my request. I hope for your positive response.

Sincerely,

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