

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

The Principal

[College Name]
[College Address]
[City, State, ZIP Code]

Subject: Leave Application

Dear [Principal's Name],

I am writing to formally request leave from [start date] to [end date] due to [reason for leave]. I am a [your year and course] student, and have ensured that my assignments and responsibilities are up to date before my absence.

I kindly ask for your consideration and approval of my leave application.

Thank you for understanding.

Sincerely,

[Your Name]
[Your Roll Number/ID]
[Course/Department]