

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

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

Subject: Leave Application

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [reason for leave].

I understand the importance of maintaining attendance and will ensure that I catch up on any missed work during my absence. I appreciate your understanding and support.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Class/Position]