

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

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

Dear [Principal's Name],  
Subject: Leave Application

I am writing to formally request a leave of absence from school for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [briefly explain the reason, e.g., illness, family commitment, personal reasons].

I assure you that I will catch up on any missed assignments and lessons during my absence.

Thank you for considering my request. I look forward to your approval.

Sincerely,

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