

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

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

Dear [Principal's Name],

I am writing to formally request leave from school on [start date] to [end date] due to [reason]. I will ensure to catch up on any missed assignments and lessons during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Grade/Class]  
[Your Contact Information]