

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

The Principal

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

Subject: Application for Leave of Absence

Respected Sir/Madam,

I am [Your Name], a student of [Your Class/Grade/Year] in
[Department/Stream, if applicable]. I am writing to formally request
leave from [Start Date] to [End Date] due to [reason for leave, e.g.,
illness, family commitments, etc.].

I have attached [any application supporting documents, if applicable,
e.g., medical certificate, etc.] for your reference. I assure you that I
will make up for any missed assignments or classwork during my absence.
I kindly request you to grant me the leave and thank you for your
understanding.

Yours sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Roll Number/Student ID, if applicable]

[Contact Number]