

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

The Principal

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

Dear [Principal's Name],

Subject: Leave Application

I am writing to formally request leave from school due to [reason for leave, e.g., personal reasons, illness, family commitments]. I will be unable to attend classes from [start date] to [end date].

I assure you that I will catch up on any missed assignments and notes during my absence. I would greatly appreciate your understanding and support in granting me this leave.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Class/Grade]
[Your Roll Number, if applicable]