

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

The Principal

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

Subject: Leave Application

Dear [Principal's Name],

I am writing to formally request a leave of absence from school due to [reason for leave, e.g., medical reasons, family commitments, etc.]. I would like to request leave starting from [start date] to [end date]. I assure you that I will make every effort to keep up with my studies during my absence and will coordinate with my teachers to complete any missed assignments or exams.

Thank you for considering my application. I hope for your kind approval.

Sincerely,

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