

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

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

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from school due to [reason for leave, e.g., medical reasons, family obligations, etc.]. I kindly request leave from [start date] to [end date].

I understand the importance of attending classes regularly, and I assure you that I will keep up with all assignments and responsibilities during my absence. I will coordinate with my teachers to ensure I remain updated on any coursework missed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Grade/Class]