

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

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

Dear [Principal's Name],
Subject: Leave Application

I hope this message finds you well. I am writing to formally request a leave of absence from school for [number of days] days, from [start date] to [end date], due to [brief explanation of the reason, e.g., personal health issues, family commitment, etc.].

I assure you that I will make up for any missed assignments and lessons during my absence. I kindly ask for your understanding and support in this matter.

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

Sincerely,
[Your Name]
[Your Grade/Class]