

[Your Name]

[Your Class/Grade]

[Your Roll Number]

[Date]

The Principal

[School's Name]

[School's Address]

Subject: Leave Application

Respected Sir/Madam,

I am writing to formally request leave for [number of days] days, from [start date] to [end date], due to [reason for leave - illness, family commitment, etc.].

I kindly ask for your consideration in granting me this leave, and I assure you that I will complete all assignments and classwork promptly upon my return.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Contact Information]