

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

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

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

I am writing to formally request leave of absence from school for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason, e.g., medical issues, family obligations, etc.].

I assure you that I will keep up with my assignments and classwork during my absence. I would greatly appreciate any assistance in obtaining the necessary materials or updates regarding my studies.

Thank you for considering my request. I look forward to your understanding and support.

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