

[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., illness, family commitment, etc.]. I would like to request leave from [start date] to [end date].

I assure you that I will make every effort to catch up on any missed assignments and ensure I remain up to date with my studies.

Thank you for considering my request. I look forward to your kind approval.

Sincerely,

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