

[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],

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

I understand the importance of maintaining consistent attendance and will ensure that I complete any missed assignments or classwork in a timely manner. I have already spoken to my teachers about my absence and will make arrangements to catch up on any lessons I may miss.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Grade/Class]