

[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: Application for Personal Leave

I am writing to formally request a personal leave from [start date] to [end date] due to [brief explanation of the reason, if comfortable, e.g., personal matters, family obligations, etc.]. I understand the importance of my responsibilities and will ensure that all pending work is completed before my leave.

I appreciate your understanding and support regarding my situation.

Please let me know if any further information is required.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Grade/Class]