

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

The Principal

[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Leave Application

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., illness, family commitment, etc.].

I understand the importance of attendance and assure you that I will keep up with all assignments and course material during my absence. I will coordinate with my classmates and teachers to ensure I stay updated.

I kindly ask for your understanding and support regarding this matter.

Please let me know if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Class/Grade and Roll Number]