

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

The Principal

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

Dear [Principal's Name],

Subject: Leave Application

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

I assure you that I will make every effort to keep up with my studies during my absence and will coordinate with my teachers to cover any missed assignments.

Thank you for considering my request. I hope to receive your approval.

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number] (if applicable)