

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

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issues, family matters]. I understand the importance of my responsibilities as a student/teacher and will ensure that all my duties are managed prior to my leave.

I have made arrangements for [mention any preparations or substitutes you have arranged] during my absence. Please let me know if you need any further information or if there are forms I should complete before my leave.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Grade/Class or Position]