

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally request a leave of absence from school for [number of days] days, starting from [start date] to [end date]. The reason for my request is [briefly state the reason, e.g., personal matters, medical reasons, family obligation].

I assure you that I will keep track of my assignments and will coordinate with my teachers to ensure I stay updated on my studies during my absence.

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

Sincerely,

[Your Name]
[Your Class/Grade]
[Your Roll Number]