

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

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

Dear Principal [Principal's Last Name],
I hope this message finds you well. I am writing to formally request
leave from school for [number of days] days, from [start date] to [end
date], due to [brief reason for leave, e.g., a family commitment,
illness, etc.].

I understand the importance of attending classes and assure you that I
will catch up on any missed assignments and lessons during my absence. I
will be in touch with my teachers to ensure I stay on track.

Thank you for considering my request. I look forward to your
understanding and support.

Sincerely,
[Your Name]
[Your Grade/Class]