

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

The Principal

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

Subject: Application for Leave of Absence

Dear [Principal's Name],

I am writing to formally request leave from school due to [reason for leave, e.g., illness, family obligations, etc.]. I would like to request leave from [start date] to [end date].

I assure you that I will keep up with my studies and complete any assignments missed during my absence. I would greatly appreciate your understanding and support.

Thank you for considering my request.

Sincerely,

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