

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

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Leave Request

I am writing to formally request a leave of absence from school for [number of days] days, from [start date] to [end date], due to [reason for leave, e.g., medical reasons, family obligations, personal matters, etc.].

I understand the importance of attending classes and will ensure that I keep up with any assignments and lessons during my time away. I will coordinate with my teachers to collect any missed work and stay updated on class activities.

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

Sincerely,

[Your Name]

[Your Grade/Class]

[Roll Number, if applicable]