

****Leave Request Template****

****To:**** [Principal's Name]

****From:**** [Your Name]

****Date:**** [Date]

****Subject:**** Comprehensive Leave Request

****1. Personal Information****

- Name: [Your Name]

- Class/Grade: [Your Class/Grade]

- Roll Number: [Your Roll Number]

- Contact Information: [Your Phone Number / Email]

****2. Type of Leave****

- ☐ Sick Leave

- ☐ Family Emergency

- ☐ Personal Leave

- ☐ Bereavement Leave

- ☐ Vacation Leave

- ☐ Other: [Specify]

****3. Duration of Leave****

- Start Date: [Start Date]

- End Date: [End Date]

- Total Days: [Number of Days]

****4. Reason for Leave****

[Brief explanation of the reason for the leave request. Include any necessary details.]

****5. Supporting Documents****

- ☐ Medical Certificate

- ☐ Family Emergency Documentation

- ☐ Other Supporting Documents: [Specify]

****6. Teacher/Guardian Notification****

- [List of teachers/guardians notified, if applicable]

****7. Contact During Leave****

- [Your Contact Information during leave]

****8. Conclusion****

[Express appreciation for considering your request and indicate your willingness to provide any further information if needed.]

****Signature:****

[Your Name]

[Date]
