

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

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Leave Application

I am writing to formally request leave from [start date] to [end date]
due to [reason]. I have ensured that my assignments and responsibilities
are covered during my absence.

I appreciate your understanding and support.

Thank you.

Sincerely,

[Your Name]

[Your Class/Grade]

[Roll Number]