

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

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

Dear [Principal's Name],
Subject: Leave of Absence Request

I hope this letter finds you in good health. I am writing to formally request a leave of absence from school for [number of days] starting from [start date] to [end date]. The reason for my request is [briefly explain the reason, e.g., medical issues, family commitments, personal reasons, etc.].

I understand the importance of attending classes and assure you that I will make every effort to stay up-to-date with my studies during my absence. I have already spoken with my teachers, and they have agreed to provide me with the necessary assignments and notes.

I would greatly appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation to process my leave request.

Thank you for considering my request. I look forward to your favorable response.

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