

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

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

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from school from [start date] to [end date] due to [brief explanation of reason, e.g., medical reasons, family emergency, etc.].

I understand the importance of attending classes and will ensure that all my assignments and responsibilities are managed during my absence. I will coordinate with my teachers to obtain any missed work and stay updated on class activities.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Grade/Class]