

[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: Application for Leave

I hope this letter finds you well. I am writing to formally request leave from school due to [reason for leave, e.g., medical reasons, family commitments, etc.]. I will be unable to attend classes from [start date] to [end date].

I assure you that I will catch up on all missed assignments and lectures during my absence. I kindly request your understanding and approval for the leave.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Class/Grade]  
[Your Roll Number]