

[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 Request

I am writing to formally request a leave of absence from school due to
[reason for leave, e.g., illness, family commitment, personal reasons]
starting from [start date] to [end date].

I understand the importance of attending classes and will ensure that I
keep up with all missed assignments and lessons during my absence. I am
committed to maintaining my academic responsibilities and will coordinate
with my teachers to stay updated.

Thank you for considering my request. I hope for your understanding and
support in this matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Class/Grade]

[Your Roll Number]