

[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 hope this message finds you well. I am [Your Name], a [Your Grade/Class] student at [School Name]. I am writing to formally request leave from school due to [briefly state the reason, e.g., illness, family function, etc.].

I kindly request leave starting from [start date] to [end date]. I assure you that I will catch up on any missed assignments and lessons during my absence.

Thank you for considering my request. I look forward to your kind approval.

Sincerely,

[Your Signature (if submitting in hard copy)]

[Your Name]

[Your Roll Number/Class]