

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

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

Dear [Principal's Name],

Subject: Leave Request

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, illness, family obligations].

I understand the importance of my responsibilities and will ensure that my assignments are submitted before my leave. I kindly ask for your understanding and support regarding this matter.

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

Sincerely,

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