

[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],

Subject: Application for Professional Leave

I am writing to formally request professional leave for [duration of leave] beginning from [start date] to [end date]. The purpose of this leave is [briefly explain reason, e.g., attending a conference, pursuing a course, etc.].

I believe that this opportunity will allow me to enhance my skills and bring valuable knowledge back to our school community. I assure you that I will ensure all my responsibilities are managed in my absence and will make necessary arrangements for [class coverage or any tasks].

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

Sincerely,

[Your Name]
[Your Position]