

[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],

I am writing to formally request a leave of absence from school for [number of days] days, from [start date] to [end date], due to [brief reason for leave, e.g., medical reasons, family commitment, etc.].

I understand the importance of attending classes and am committed to keeping up with any assignments or material I may miss during this time.

I have already spoken to my teachers about this situation, and they have kindly agreed to provide me with the necessary assignments and guidance.

I would greatly appreciate your understanding and support regarding my request. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Roll Number (if applicable)]
[Your Contact Number]