

**\*\*Leave Request Template\*\***

[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 for [Your Name/Grade/Class]

I hope this message finds you well. I am writing to formally request a leave of absence from school due to [reason for leave, e.g., illness, family commitment, personal reasons].

I kindly request leave 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 understanding.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Number]