

[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],

I am writing to formally request leave from school due to [reason for leave, e.g., illness, family emergency, personal reasons]. I would like to request leave starting from [start date] to [end date].

During my absence, I will ensure that I keep up with my assignments and responsibilities, and I will coordinate with my teachers for any missed work. I hope to maintain my academic standing despite this temporary setback.

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

Sincerely,

[Your Name]
[Your Grade/Class]