

[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 hope this message finds you well. I am writing to formally request a short-term leave of absence from school due to [brief reason for leave, e.g., a family emergency, medical reasons, etc.].

I would like to request leave starting from [start date] to [end date]. During this period, I will ensure that I remain up to date with my assignments and responsibilities. I am committed to making up for any missed work and will coordinate with my teachers to ensure a smooth transition.

Thank you for considering my request. I appreciate your understanding. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]
[Your Grade/Class]