

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

The Principal  
[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Leave Application

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for [number of days] days, from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal reasons, illness, family commitment, etc.].

I assure you that I will make all necessary arrangements to catch up on any missed assignments or lessons during my absence. I would greatly appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Class/Grade]  
[Contact Number]