

[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],
Subject: Leave Application

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

I assure you that I will make every effort to catch up on any missed assignments and classwork during my absence.

Thank you for considering my request. I look forward to your kind approval.

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number, if applicable]