

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

The Principal  
[School/College Name]  
[School/College Address]  
[City, Zip Code]  
Subject: Leave Application

Dear [Principal's Name],

I am writing to formally request leave from school for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [briefly explain the reason, e.g., medical issue, family event, etc.]. I assure you that I will complete all the required assignments and keep up with my studies during my absence.

Thank you for considering my request. I hope for your understanding.

Sincerely,

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