

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal/Manager's Name]
[School/Company Name]
[School/Company Address]
[City, State, Zip Code]

Dear [Principal/Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal, medical, family obligations].

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in arranging coverage during my absence. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Grade (if applicable)]