

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request leave of absence from school due to [reason for leave, e.g., illness, family commitments, etc.]. I would like to request leave starting from [start date] to [end date].

I understand the importance of attending classes and will ensure that I catch up on any missed assignments or lessons during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Roll Number] (if applicable)