

[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],

I hope this letter finds you well. I am writing to formally request a lunch leave for [specific date] due to [brief reason, e.g., a personal commitment, medical appointment, etc.].

I ensure that all my responsibilities will be managed appropriately during my absence, and I will make arrangements to cover any necessary duties.

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

Sincerely,

[Your Name]
[Your Position]