

[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: Application for Leave of Absence

I am writing to formally request leave from school due to [reason for leave, e.g., illness, family commitment, personal reasons]. I kindly ask for leave from [start date] to [end date].

I understand the importance of attending school and assure you that I will make every effort to catch up on any missed assignments or lessons during my absence.

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

Sincerely,

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