

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

To,

The Principal,

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Leave Application

Dear [Principal's Name],

I am writing to formally request leave for my [son/daughter], [Child's Name], a student of [Class/Grade] at [School Name].

Due to [reason for leave - e.g., illness, family commitments, etc.], we would like to request leave from [start date] to [end date]. We assure you that [he/she] will catch up on any missed assignments and classwork.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]