

[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 a leave of absence from school due to [reason for leave, e.g., illness, family commitment, personal reasons]. I would like to request leave from [start date] to [end date].

During my absence, I will ensure that I keep up with my schoolwork and assignments. I kindly ask for your understanding and support regarding my request.

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

Sincerely,

[Your Name]  
[Your Class/Grade]