

[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 am writing to formally request a leave of absence from school from [start date] to [end date] due to a family trip that has been planned. This travel presents a unique opportunity for my family, and I hope to gain valuable experiences during this time.

I understand the importance of maintaining my coursework and would appreciate any guidance on how to stay up-to-date with my assignments during my absence. I can assure you that I will make every effort to complete any required work in a timely manner.

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

Sincerely,

[Your Name]  
[Your Grade/Class]