

[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 for [number of days] days, from [start date] to [end date], due to [reason for leave, e.g., illness, family commitment, etc.].

I assure you that I will make up for any missed assignments or lessons during my absence. I have informed my teachers about my situation and will stay in touch with my classmates for any updates.

Thank you for your consideration. I look forward to your kind approval.

Sincerely,

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