

[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 hope this letter finds you well. I am writing to formally request a leave of absence from school for [duration of absence, e.g., two weeks] beginning on [start date] and ending on [end date].

The reason for my request is [briefly explain the reason, e.g., medical, family commitment, personal reasons]. I understand the importance of attending classes and keeping up with my studies, and I assure you that I will take all necessary steps to stay current during my absence.

I kindly ask for your understanding and support in granting this leave.

Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,

[Your Name]
[Your Grade/Class]