

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

The Principal
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Principal's Name],

I hope this message finds you well. I am [Your Name], a student of [Your Class/Grade] at [School Name]. I am writing to formally request a leave of absence 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 and lessons during my absence. I kindly request you to grant me leave for the mentioned period.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number, if applicable]