

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request leave from school due to my upcoming examinations. The examinations are scheduled to take place from [start date] to [end date].

I understand the importance of attending classes, but I believe that focusing on my studies during this period is crucial for my performance. I assure you that I will keep up with any assignments or lessons missed during my absence.

I kindly request your approval for my leave from [start date] to [end date]. Thank you for your understanding and support.

Sincerely,

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