

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

[Principal's Name]  
[School Name]  
[School 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 personal reasons. I would like to request leave from [start date] to [end date].

I understand the importance of attending classes and assure you that I will make every effort to keep up with any assignments or coursework during my absence.

Thank you for your understanding. I look forward to your approval of my request.

Sincerely,

[Your Name]  
[Your Grade/Class]