

[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 request a short leave of absence from school due to
[reason for leave, e.g., a family commitment, medical reasons]. I would
like to request leave from [start date] to [end date].

I assure you that I will catch up on any missed assignments and classwork
during my absence. Thank you for your understanding.

Sincerely,

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