

[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],

Subject: Application for Leave

I am writing to formally request leave from school due to [reason for leave, e.g., illness, family commitment, etc.]. I will be unable to attend school from [start date] to [end date].

I assure you that I will make every effort to catch up on the missed work during my absence.

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

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number (if applicable)]