

[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],

I am writing to formally request an urgent leave of absence from school for [number of days] due to [specific reason, e.g., a family emergency, medical issue, etc.].

I understand the importance of attending classes and will ensure that I complete all missed assignments and stay updated with the curriculum during my absence. I will reach out to my teachers and classmates for any necessary notes or work.

I hope for your kind consideration in approving my leave from [start date] to [end date].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Grade/Class]