

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request academic leave from [start date] to [end date] due to [briefly explain reason, e.g., personal, medical, or family reasons].

During my absence, I will ensure that I stay on track with my studies by [mention any planned arrangements, e.g., completing assignments, attending online classes, etc.]. I will also be in touch with my teachers to keep up with the coursework.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Signature (if mailing)]  
[Your Printed Name]  
[Your Grade/Class]