

[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 am writing to formally request a leave of absence from school for [duration of absence] due to [reason for leave]. I understand the importance of my studies, and I will ensure that I keep up with my assignments during my absence.

I kindly ask for your understanding and support regarding this matter. Please let me know if any additional information is required.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Grade/Class]