

[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: Request for Extended Leave of Absence

I hope this message finds you well. I am writing to formally request an extension of my leave of absence from school due to [reason for extended leave, e.g., medical reasons, family matters, etc.].

I was initially granted leave from [start date] to [original end date], but due to [explain reason briefly], I need to extend my leave until [new end date].

I kindly ask for your understanding and support in this matter. I am committed to keeping up with my studies during my absence and will ensure all assignments and responsibilities are fulfilled.

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

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Student ID (if applicable)]