

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

To,

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for Leave

Respected Sir/Madam,

I am [Your Name], a student of [Class/Grade] at [School Name]. I am writing to inform you that I am unable to attend school from [Start Date] to [End Date] due to [reason for leave, e.g., illness, family commitment, etc.].

I kindly request you to grant me leave for the mentioned period. I assure you that I will catch up on any missed assignments and lessons promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Class/Grade]

[Roll Number, if applicable]