

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

The Principal
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for Leave of Absence

I am writing to formally request a leave of absence from school for [number of days] starting from [start date] to [end date]. The reason for my leave is [briefly explain the reason, e.g., illness, family commitments, personal reasons, etc.].

I assure you that I will make sure to catch up on any missed assignments or lessons during my absence. I would appreciate your understanding and support regarding this matter.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number] (if applicable)