

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

The Principal

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

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request leave from school due to [reason for leave, e.g., illness, family commitments, etc.], starting from [start date] to [end date].

I understand the importance of attendance and assure you that I will make every effort to catch up on any missed assignments and coursework.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Grade/Section]
[Roll Number, if applicable]