

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

[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],
Subject: Leave Application

I am [Your Name], a student of [Your Class/Grade and Section] at [School's Name]. I am writing to formally request leave for [number of days] days due to [reason for leave, e.g., illness, family commitment, etc.].

I would like to request leave starting from [start date] to [end date]. I assure you that I will catch up on all missed assignments and classwork during my absence.

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

Sincerely,
[Your Signature (if submitting a hard copy)]
[Your Name]
[Your Roll Number]