

[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],

I am writing to formally request leave of absence from school due to
[reason for leave, e.g., illness, family emergency] from [start date] to
[end date]. I understand the importance of attending classes and assure
you that I will catch up on any missed assignments.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Class/Grade]