

[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],

Subject: Leave of Absence Request

I hope this letter finds you well. I am writing to formally request a leave of absence from school due to [reason for leave, e.g., medical reasons, family emergency, personal issues, etc.]. I would like to request leave from [start date] to [end date].

I understand the importance of attending classes regularly and assure you that I am committed to keeping up with my studies during my absence. I will ensure that I [mention any arrangements made, like contacting teachers for assignments or utilizing online resources].

Please let me know if there are any forms or additional information you require to process my request.

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

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Grade/Class]