

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

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence from school due to [reason for leave]. I will be unable to attend classes from [start date] to [end date].

I understand the importance of attendance and will ensure that I keep up with my studies during this time. I kindly ask for your understanding and support regarding my situation.

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

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Contact Information]