

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

[Recipient's Name]
[School/College Name]
[School/College Address]
[City, State, ZIP Code]

Subject: Application for Leave of Absence

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from school/college due to [reason for leave, e.g., illness, family commitments, personal reasons].

I would like to request leave starting from [start date] to [end date]. I understand the importance of attending classes and assure you that I will make up for any missed work during my absence.

I kindly request your understanding and support regarding this matter.

Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Class/Grade]
[Roll Number or Student ID]