

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

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

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from school for [number of days] days, starting from [start date] to [end date]. The reason for my absence is [briefly explain the reason, e.g., a family emergency, personal health issues, etc.].

I understand the importance of attending school and will ensure that I catch up on all missed assignments and classwork during my absence. I kindly request your permission for this leave and any guidance on the process for making up missed work.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Class/Grade]
[Your Roll Number]