

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I am writing to formally request a leave of absence from school for [number of days] days, from [start date] to [end date]. The reason for my request is [briefly explain the reason, e.g., medical reasons, family emergency, etc.].

I understand the importance of attending classes and keeping up with my studies, and I assure you that I will make every effort to catch up on any missed assignments or lessons during my absence.

Thank you for considering my request. I would appreciate your understanding and support.

Sincerely,

[Your Name]
[Class/Grade]