

[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: Application for Leave of Absence

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 leave is [briefly explain the reason, e.g., illness, family obligation, etc.].

I assure you that I will make every effort to catch up on any missed assignments and notes during my absence. I would appreciate your understanding and support regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Signature (if submitting a hard copy)]  
[Your Printed Name]  
[Your Class/Grade]