

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

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

I am writing to formally request leave for [number of days] from [start date] to [end date] due to [reason for leave, e.g., illness, family commitment, etc.].

I assure you that I will catch up on all missed assignments and classwork during my absence. I would greatly appreciate your understanding in this matter.

Thank you for considering my request.

Sincerely,

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