

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from school for [number of days] days, from [start date] to [end date], due to [brief reason for leave, e.g., a family commitment, illness, etc.].

I understand the importance of attending classes and will ensure that I catch up on any missed assignments and notes during my absence. I kindly ask for your guidance on how best to manage my coursework during this time.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Grade/Class]