

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

[Recipient Name]  
[Recipient Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from school for [number of days] days, beginning on [start date] and ending on [end date]. The reason for my absence is [brief explanation of the reason, e.g., personal, medical, family obligations].

I understand the importance of attending school and am committed to keeping up with assignments and lessons during my leave. I would appreciate your support in providing any materials or information I may need.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Grade/Class]