

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

Dear [Teacher's/Principal'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., illness, family commitments, personal reasons].

I understand the importance of attending classes, and I assure you that I will make every effort to keep up with my assignments and coursework during my absence. I would appreciate any guidance on how to best stay updated on class activities.

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

Sincerely,

[Your Name]
[Your Grade/Year]