

[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: Leave Application

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal matters, medical reasons, family obligations].

During my absence, I have made arrangements for my classes to be covered by [Name of the substitute teacher or colleague] to ensure that the students' learning is not disrupted. I will ensure that all lesson plans and necessary materials are provided in advance.

I appreciate your understanding and support in this matter. Please let me know if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Designation/Subject]