

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for Two Months Leave

I am writing to formally request a leave of absence for two months, starting from [start date] to [end date], due to [reason for leave, e.g., family commitments, health issues, etc.].

I understand the importance of my studies and assure you that I will make every effort to keep up with my schoolwork during my absence. I will coordinate with my teachers to obtain any assignments and necessary materials needed to stay on track.

I kindly ask for your understanding and support regarding my request.

Thank you for considering my application.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Grade/Class]

[Your Student ID (if applicable)]