

[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],

I am writing to formally request a leave of absence for two months, beginning [start date] and ending [end date]. The reason for my leave is [briefly explain the reason, e.g., personal, medical, family matters, etc.].

I will ensure that all my responsibilities are managed during my absence. I am willing to work with my colleagues to create a plan for my students' continued education during this time.

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

Sincerely,

[Your Name]
[Your Position]