

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

The Principal

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

Dear [Principal's Name],

Subject: Request for Leave of Absence

I am writing to formally inform you about my absence from school on
[specific dates] due to [reason for absence, e.g., illness, family
emergency, etc.].

I understand the importance of attending classes and assure you that I
will make every effort to catch up on any missed work and assignments.
Thank you for your understanding. I am looking forward to your support
regarding this matter.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Contact Number]