

[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 hope this message finds you well. I am writing to formally request a leave of absence from school due to [reason for absence, e.g., medical reasons, family emergency, etc.].

I would like to request leave from [start date] to [end date]. During this time, I will ensure to keep up with my assignments and communicate with my teachers regarding my studies.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Grade/Class]