

[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]

Subject: Leave Application

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request leave from school due to [reason for leave, e.g., illness, family emergency, personal reasons].

I would like to request leave from [start date] to [end date]. I assure you that I will make every effort to keep up with my studies during my absence and will coordinate with my teachers to catch up on any missed assignments.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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