

[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],

Subject: Application for Leave of Absence

I am writing to formally request a leave of absence from school due to [reason for leave, e.g., illness, family emergency, etc.]. I would like to request leave starting from [start date] to [end date].

I assure you that I will catch up on all missed assignments and lessons during my absence. Please let me know if any additional information is required.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Grade/Class]