

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request leave of absence for [number of days]
from [start date] to [end date] due to [reason for leave].

I understand the importance of attending classes and assure you that I
will make every effort to catch up on any missed assignments and lessons.
Thank you for considering my request. I look forward to your positive
response.

Sincerely,

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