

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Application for Leave

I am writing to formally request a leave of absence for [number of days] days, from [start date] to [end date], due to [reason for leave, e.g., illness, family commitment, personal reasons].

I understand the importance of attending school and assure you that I will make every effort to catch up on any missed assignments and lessons during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Class/Grade]