

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

To,

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for Leave

Respected Sir/Madam,

I hope this message finds you well. I am [Your Name], a student of class [Your Class/Grade] at [School Name]. I am writing to request leave for [number of days] starting from [start date] to [end date] due to [reason for leave, e.g., illness, family function, etc.].

I kindly request you to grant me leave for the mentioned days. I assure you to catch up on all the missed work and assignments during my absence.

Thank you for your understanding.

Yours sincerely,

[Your Signature (if handwritten)]

[Your Name]

[Your Class/Grade]

[Roll Number (if applicable)]