

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

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

Dear [Principal's Name],

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

I assure you that I will catch up on any missed assignments or lessons during my absence.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Grade/Class]