

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

[Principal's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Leave Application

I hope this letter finds you well. I am writing to request leave from school due to [reason for leave, e.g., illness, a family commitment, etc.].

I would like to request leave from [start date] to [end date]. During my absence, I will ensure that I catch up on all missed assignments and lessons.

Thank you for considering my request. I look forward to your kind approval.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Class/Grade]

[Roll Number]