

Simple Leave Letter Format for Students

[Your Name]
[Your Class and Section]
[School Name]
[School Address]
[City, State, Zip Code]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Leave Application

Respected Sir/Madam,

I am writing to request leave from school for [number of days] starting from [start date] to [end date] due to [briefly explain the reason, e.g., illness, family event]. I understand the importance of regular attendance and assure you that I will make up for any missed assignments and classwork during my absence.

I have attached a note from my parent/guardian explaining the circumstances. Your understanding and approval of this leave would be greatly appreciated.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Class and Section]
[Your Roll Number]