

Formal Letter to Principal for Half Day Leave

[Your Name]

[Your Class and Roll Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

Subject: Application for Half-Day Leave

Respected Sir/Madam,

I am writing to seek your permission for half-day leave from school on [date]. The reason for my leave is [mention the reason briefly, e.g., a medical appointment].

I understand the importance of regular attendance, and I assure you that I will make all necessary arrangements to cover any missed lessons or assignments. I have already informed my teachers about my absence and will coordinate with them to ensure a smooth continuation of my studies.

I request your approval for this half-day leave, and I assure you that I will be back in school promptly after the stipulated time. Your understanding and consideration in this matter are highly appreciated.

Thank you for your attention to this request.

Yours sincerely,

[Your Full Name]

[Class and Roll Number]

[Contact Number]