

Request Letter to Principal for Leave

[Your Name]
[Your Class/Grade]
[Your School Name]
[School Address]
[City, State, Zip Code]
[Date]

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

Subject: Request for Leave of Absence

Dear [Principal's Name],

I hope this letter finds you well. I am writing to request a leave of absence from school due to [mention the reason for leave, such as illness, family emergency, personal reasons, etc.].

I kindly seek your approval for my absence from [mention the start date] to [mention the end date]. I assure you that I will make every effort to catch up on any missed lessons and assignments promptly upon my return.

I understand the importance of maintaining regular attendance and am committed to ensuring that my studies are not adversely affected by this short absence.

Thank you for considering my request. I look forward to your favorable response.

Yours sincerely,

[Your Name]
[Your Class/Grade]