

Write A Letter to The Headmaster for Leave of Absence - Email Format

Subject: Request for Leave of Absence

Dear Headmaster,

I am writing to request a leave of absence from school due to [reason for the leave]. I have been experiencing [briefly explain the situation] and need to take time off from school.

I plan to take leave from [start date] to [end date]. During my absence, I will ensure that I complete any missed assignments or homework and catch up on any material I missed.

I understand that this may cause some inconvenience, but I assure you that I will do everything possible to minimize the disruption to my studies. I will make up for any missed work and ensure that I am up to date with the class.

Thank you for your understanding and support during this difficult time.

Sincerely,
[Your Name]