

School Leave Letter Application Format

[Your Name]

[Your Class/Grade and Roll Number]

[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 hope this letter finds you in good health. I am writing to request a leave of absence from school for [Number of Days] due to [mention the reason briefly - illness, family event, personal reasons, etc.].

I kindly request your approval for this leave, and I have attached the necessary supporting documents such as [doctor's note, invitation, etc.] for your reference.

I understand the importance of regular attendance and am committed to catching up on any missed assignments or lessons during my absence. I will also coordinate with my classmates to ensure minimal disruption to the class.

I assure you that I will resume classes on [Return Date] and will make every effort to maintain exemplary attendance thereafter.

Thank you for considering my request. I am willing to provide any additional information or documentation if required.

Sincerely,

[Your Full Name]

[Class/Grade and Roll Number]

[Signature - if submitting a hard copy]