

School Leave Letter Sample Format

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Leave Application

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence from school for [Number of Days], starting from [Start Date] to [End Date].

The reason for my leave is [mention the reason briefly - personal, medical, family event, etc.]. 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 I assure you that I will make every effort to catch up on missed assignments and lessons during my absence. I will also coordinate with my classmates to ensure minimal disruption to the class.

I kindly request your approval for this leave, and I am willing to provide any additional information or documentation if required. I assure you that I will resume classes on [Return Date] and will strive to maintain exemplary attendance thereafter.

Thank you for considering my request. I appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]
[Class/Grade]
[Roll Number]
[Signature - if submitting a hard copy]