**To,**

**[The Principal Full Name],**

**[School Name]**

**[Date]**

**Sir,**

With due respect, I request you to grant [Your Full Name] leave of [Number Of Days]. I am a student of [Class Name] in your [School Name] school. The leave of absence is due to [State Reason].

I would be very grateful if you could consider my leave from [Date Leave Starts] to [Date Leave Ends]. I will ensure I report back as soon as possible.

Thank you for your consideration,

**Sincerely,**

**[Full Name]**