
Leave of Absence Letter to Principal

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

To,
The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Request for Leave of Absence

Dear [Principal's Name],

I am writing to formally request a leave of absence from [School Name] for [reason, e.g., personal reasons, family matters, health concerns]. I kindly request leave starting from [start date] to [end date].

I have ensured that my academic responsibilities will not be adversely affected by this absence. [Briefly explain any arrangements you've made, such as completing assignments in advance or delegating class duties.]

I deeply appreciate your understanding and support in this matter. Please let me know if any additional information or documentation is required.

Thank you for considering my request.

Yours sincerely,
[Your Name]
[Your Grade/Designation, if applicable]