

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] to pursue [reason for educational leave, e.g., further studies, a specific program, etc.]. This opportunity is crucial for my academic and professional growth.

I assure you that I will keep up with my schoolwork and ensure a smooth transition in my absence. I am committed to coordinating with my teachers to stay updated on any assignments and projects.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Grade/Class]