

Emotional Letter Requesting Leave

Dear Principal,

I am writing with a humble request for leave due to a family emergency that requires my immediate presence. I deeply regret any inconvenience caused and promise to catch up on my schoolwork upon my return.

I sincerely hope for your kind understanding and approval.

Yours faithfully,

[Your Name]

[Class/Grade]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-to-principal-for-permission>