

Formal leave request from student

Subject: Request for Leave

Dear Principal,

I am writing to request permission for leave from school from [start date] to [end date] due to [reason: illness/family function/personal reasons]. I assure you that I will catch up with any missed lessons and assignments during my absence.

I kindly request you to grant me leave for the mentioned period.

Thank you for your consideration.

Sincerely,

[Your Name]

[Class/Grade]

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