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

[Name of School] [Address of School] [City, State ZIP Code]

Dear [Name of Principal or Head of School],

I am writing to request a leave of absence from [date] to [date] due to [reason for leave, e.g. medical reasons, family emergency, personal reasons, etc.]. I apologize for any inconvenience this may cause, and I will work hard to catch up on any missed assignments upon my return.

I have attached any necessary documentation to support my request, and I am happy to provide any additional information you may need. I would be grateful if you could let me know as soon as possible if my leave of absence is approved, so that I can make any necessary arrangements.

Thank you for your understanding and support during this time.

Sincerely,

[Your Signature] [Your Printed Name]