

Student leave request message to principal

Subject: Leave Request

Respected Principal,

I am writing to request leave from [start date] to [end date] due to [reason, e.g., illness, family travel, personal matter]. I kindly request your approval to be absent during this period.

I assure you that I will cover the missed lessons and assignments once I return.

Thank you for your understanding.

Yours sincerely,

[Student's Name]

[Class/Grade]

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