

Formal Student Leave Letter

Subject: Request for Leave

Dear [Principal/Teacher's Name],

I am writing to formally request leave from [start date] to [end date] due to [reason, e.g., illness, family emergency, personal matters]. I will ensure to catch up on all missed lessons and assignments.

Kindly approve my leave and let me know if any additional information is required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Class / Roll Number]

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