Extended Leave Request Letter

Subject: Request for Extended Leave

Dear [Principal's Name],

I am requesting an extended leave from [start date] to [end date] due to [reason]. I understand the importance of regular attendance and will ensure to complete all assignments and obtain notes from classmates.

Kindly grant me permission for this period.

Thank you,

[Your Name]

[Class / Roll Number]

Get more templates here: https://www.lettersandtemplates.com/letters/student-leave-letter