

Date: [Insert Date]

To,  
The Principal,  
[School Name],  
[School Address]

Subject: Apology for Sick Leave with Medical Certificate

Respected Sir/Madam,

I am **[Student's Name]**, a student of class **[Class/Section]**, roll number **[Roll Number]**. I am writing this letter to formally apologize for my absence from school from **[Start Date]** to **[End Date]** due to illness.

I sincerely regret any inconvenience my absence may have caused to my teachers and classmates. Please find enclosed a medical certificate as proof of my illness and to validate the necessity of my leave. I assure you that I am committed to making up for the lessons and assignments missed during this period.

Kindly accept my apology and grant me leave of absence for the mentioned dates. I appreciate your understanding and support in this matter.

Thank you for your consideration.

Yours sincerely,  
[Student's Name]  
[Class/Section]  
[Roll Number]

**Enclosure:** Medical Certificate