

Formal Letter for Leave of Absence from School Sample

A **formal letter for leave of absence from school sample** serves as a structured template for students or parents to request time off from school due to various reasons such as illness, family emergencies, or personal commitments. This type of letter typically includes essential elements like the student's name, class, duration of leave, reason for absence, and a polite request for approval. Using a formal tone and clear language, the letter ensures effective communication with school authorities while maintaining professionalism and respect.

Sample Letter

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

Date: [DD/MM/YYYY]

Subject: Application for Leave of Absence

Respected Sir/Madam,

I am [Your Name], a student of class [Your Class and Section] at your esteemed school. I am writing to formally request a leave of absence for [number of days] days, from [start date] to [end date], due to [reason for leave, e.g., ill health, family emergency, personal reasons].

I kindly request you to grant me leave for the mentioned period. I assure you that I will complete all missed assignments and lessons promptly.

I hope for your kind consideration and approval.

Thanking you,
Yours sincerely,
[Your Name]
[Roll Number/Class & Section]