**Leave Application Letter Format to principal (From A Student)**

to

The Principal  
[School Name= mic soft solution  
[School Address jogeshwari east

Date 29/01/2024

Subject: Leave Application

Respected Principal/Teacher,

I am writing to inform you that I, [Your Name], a student of [Your Grade/Class] at [School Name], am unable to attend school from [Starting Date] to [Ending Date] due to [mention the reason for leave, e.g., illness, family emergency, personal reasons, etc.].

Thank you for your understanding and cooperation. I sincerely appreciate your support in this matter.

Yours sincerely,

[Your Name] Utkarsh Srivastava   
[Your Class/Grade] BCA Student  
[Roll Number] ???

[Principal Name] Manoj Sir