**Request for Leave to Attend A Family Function**

[Your Name] [Date]

[Your Class/Grade]

[School Name]

[Principal's Name]

Dear Principal [Principal's Last Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence from school for a specific period to attend a family function. This function is of great significance to my family, and my presence is essential to participate in and support this important event.

The details of my leave request are as follows:

Leave Start Date: [Start Date]

Leave End Date: [End Date]

Total Number of Days: [Number of Days]

I understand the importance of regular attendance and keeping up with my studies, and I assure you that I will make every effort to minimize the disruption to my academic progress during this time. I will diligently complete any assignments or homework that may be assigned during my absence and catch up on any missed lessons promptly upon my return.

I kindly request your approval for this leave so that I can join my family in celebrating this event, which holds great sentimental value for us. I assure you that I will return to school promptly on the specified date and will resume my studies with full dedication.

I am willing to make up for any missed lessons and seek assistance from my teachers and classmates to ensure that my academic performance does not suffer due to this leave of absence.

Thank you for considering my request. I kindly request your prompt attention to this matter so that I can make the necessary arrangements for my absence and notify my teachers accordingly. If there are any forms or additional information required for the leave application, please let me know, and I will provide them promptly.

I look forward to your positive response and understanding in this matter. Your support will mean a lot to me and my family.

Sincerely,

[Your Name]

[Your Student ID]

[Contact Information]