**Request for Leave to Attend Sister’s Engagement**

[Your Name]

[Date]

[Principal's Name]

[School Name]

Subject: Leave Application for Sister's Engagement

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to request a leave of absence from [start date] to [end date] in order to attend my sister's engagement ceremony. I am currently enrolled as a student in [your grade/class] at [school name].

My sister's engagement is a significant family event, and my presence is essential to support and celebrate this momentous occasion. I assure you that I am committed to my studies and will make every effort to catch up on any missed assignments and classwork during my absence.

I understand the importance of attending school regularly and will ensure that my absence does not adversely affect my academic progress. I will coordinate with my classmates to obtain notes and stay updated with any important announcements.

I kindly request your approval for this leave, and I will adhere to any procedures or guidelines specified by the school during my absence. I am willing to provide any necessary documentation upon your request.

I genuinely appreciate your understanding and consideration of my request. I look forward to returning to school promptly after the engagement ceremony, ready to continue my studies with dedication.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Contact Number]