**Request for One Week’s Leave**

[Your Name]

[Date]

[Principal's Name]

[School Name]

Subject: Request for One Week's Leave

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to request a one-week leave of absence from [start date] to [end date]. I am currently enrolled as a student in [your grade/class] at [school name].

The reason for my leave request is to attend a family event. My [describe the event, e.g., cousin's wedding] is scheduled during this time, and my presence is important to my family. I understand the significance of regular school attendance, and I am committed to ensuring minimal disruption to my studies during this period.

During my absence, I will diligently make efforts to keep up with the coursework. I will communicate with my teachers and classmates to obtain any necessary study materials, assignments, and notes. I am dedicated to maintaining my academic progress and will complete any assignments or coursework as required.

I kindly request your approval for this one-week leave, and I will adhere to any school procedures or requirements regarding leaves of absence. If necessary, I am willing to provide any supporting documentation.

I appreciate your understanding and consideration of my request. I will return to school on [return date] and continue my studies with full commitment.

Thank you for your support.

Sincerely,

[Your Name]

[Your Student ID]

[Contact Number]