**Request for Two Weeks Leave**

[Your Name]

[Date]

[Principal's Name]

[School Name]

Subject: Request for Two Weeks Leave

Dear [Principal's Name],

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

The reason for this leave is [briefly explain the reason for your leave, whether it's for personal, family, medical, or any other legitimate reason]. I understand the importance of consistent attendance in school and will make every effort to minimize the impact of my absence on my studies.

During my absence, I will ensure that I keep up with the curriculum by seeking guidance from my teachers, obtaining class notes from my peers, and completing any assignments or coursework as needed. I am committed to maintaining my academic progress and will do my best to ensure a smooth transition during my absence.

I kindly request your approval for this two-week leave and will comply with any procedures or requirements set forth by the school. If necessary, I am prepared to provide any relevant documentation to support my request.

I understand the responsibilities of being a student, and I am grateful for your consideration of my request. I will return to school on [return date] and resume my studies with renewed dedication.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Contact Number]