To,
The Principal,
[College Name],
[City], [State]

Date: [DD/MM/YYYY]

Subject: Application for leave from [Start Date] to [End Date]

Respected Sir/Madam,

I am [Student Name], a student of [Course/Class], [Year/Semester], Roll No. [Roll Number].

I am writing to request leave from [Start Date] to [End Date] due to [Reason for Leave]. I will complete all missed classes and assignments after returning.

Kindly grant me leave for [Number] day(s).

Thanking you.

Yours obediently,

[Student Name]
[Course/Class], [Year/Semester]
Roll No.: [Roll Number]
Phone: [Mobile Number]