**To Date:**The Principal,  
School name,  
City name.

Sub: Leave request for \_\_ day.

Respected  Sir/Madam,

I am writing this letter to request your approval to take leave for one day on **[date]**, to attend the wedding ceremony of our close relatives. I will return to school the very next day.

Therefore kindly approve my leave request.

I shall be grateful to you.

Thanking you.

Yours faithfully,  
Student name,  
Class,  
Section,  
Roll number.