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

Respected Sir/Madam,

I am writing this letter to seek your permission to take a half-day leave from today afternoon because I am suffering from stomach ache.

So keeping in view of my health condition, kindly permit me to take half day leave.

Thanking you.

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