**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.