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

Sub: Leave application for \_\_ days.

Dear Sir/Madam,

With due respect, I, **[teacher name]**, **[subject]** teacher, writing this letter to request three days of leave starting from **[date]** to **[date]**.

I will be out of the station during these days, so I will be unable to attend the classes. So kindly consider my leave request.

I shall be grateful to you in this regard.

Sincerely,  
Your name.