**SAMPLE INFORMAL LETTER:**

Dear Uncle [Uncle's Name],

Thank you so much for the wonderful birthday gift! I was thrilled to receive it and truly appreciate your thoughtfulness.

Your generosity and love mean the world to me, and I feel grateful to have an uncle like you in my life.

Thank you again for making my birthday special.

With love and regards,

[Your Name]

**SAMPLE FORMAL LETTER:**

[Your Name]

[Your Address]

[City, State, ZIP]

[Date]

Principal [Principal's Name]

[School Name]

[School Address]

[City, State, ZIP]

Subject: Request for Leave of Absence

Respected Principal sir,

I am writing to request a leave of absence for two days, from [Date] to [Date], due to [briefly mention reason, e.g., personal/family/health reasons].

I have made necessary arrangements to ensure my work/assignments are completed and will make up for the missed classes upon my return.

I kindly request your approval for this leave. If any additional information is required, please let me know.

Thank you for your understanding.

faithfully,

name sign