From,
————-
————-
Date (Date on which letter is written)
To.
————-
————-
Sub: ————-
Dear ————-
With due respect, I would like to bring to your kind attention that my ————- is studying in grade ————- of your school. We have recently planned a family trip to ————-. My ————- is very much excited about the same and has already submitted homework to the class teacher. The trip is for one week, therefore we kindly request you to grant ————- leaves from ————- to ————- have spoken to the class teacher and requested her to complete the syllabus in advance so that there should not be any difficulty for ————- after returning from the trip.
I hope you will consider this letter as formal leave application and grant the Leaves for the above mentioned days.
Thanking you.
Yours sincerely.
(————-)