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.  
(————-)