

Extended Leave Application for Travel

Subject: Request for Extended Leave

Dear Principal,

I kindly request leave for my child, [Student's Name], who is in [Class/Grade], from [Start Date] to [End Date]. The leave is required as our family will be traveling abroad during this time.

We understand the importance of regular attendance and will ensure that [Student's Name] keeps up with schoolwork and assignments while away. Your approval of this leave would be greatly appreciated.

Thank you for your kind consideration.

Sincerely,

[Parent's Name]

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