[Sir/Madam]

[Title]

[School Name]

[Street Address] [City, ST ZIP Code]

[Student Name]

[Date]

Dear [Sir/Madam]:

I want to request you to grant me leave of absence for 15 days. My family has planned to go to Dubai for visit. There will be no one at home whom I can stay with. I have been working very hard from last few days. I also want to go with my family because I want to refresh myself by visiting different areas. I hope that you will understand my condition. Thank you so much for your consideration.

Sincerely,

[Student Name]

[Title]