**Leave Application Letter for Travelling for School**

March 8, 20XX

Stewart James

Managing Director

St. Martin’s Institute

299 Clay Road

Jubilee, MN 29505

Subject: Leave Application for Traveling

Dear Mr. James,

I am writing this letter to request leave from school. My family participates in an annual tour that lasts a month in duration. They cannot leave me alone, and it is a family trip, so there will be no other family members for me to stay with. The family insists I must accompany them. It would be a great help to me if you would approve my leave from school.

I have made arrangements to stay current on my studies by speaking with instructors and securing advanced assignments. They have agreed to accept the work online. The trip is scheduled to begin on April 1, 2029, through May 1, 2029. One week of my absence is during spring break, so it would be a total of 3 weeks that require excusal. I will rejoin my class on May 2, 2029, the day after our return.

I look forward to hearing your decision, and thank you for any assistance you can grant me in advance.

Sincerely,

Jessie Amundsen

Student

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