To

[The Recipient Name]

My name is Andrew, and I am a student in 9th grade at this school. This is to inform you through this letter that I need to take my twenty days off from school due to extensive traveling. My family has planned to visit famous hilly areas located in various parts of the world including Pakistan, India, China, and Africa. It requires a lot of traveling and we are expected to return within twenty days. Due to this reason, I will not be able to attend the classes. Therefore, it is my humble request to grant me permission to leave.

My father is a businessman who deals in leather goods. His business is widespread across the world. Last year, he made a promise with us to visit all the famous hilly areas in the world if my elder brother would get admission to medical college. Fortunately, my brother has managed to secure admission to the world's best medical college. As a token of appreciation, my father announced to fulfill the promise he made to us during last year.

According to the plan, our journey will start on [date]. We have also booked air tickets for this purpose, and I am also sending you copies of the air tickets along with this letter.

I know my studies will suffer due to my long absence. I will not be taking any theory or practical classes during this leave period. On the other hand, I will try my best to make up for the deficiency in my studies upon my arrival. I have discussed the whole matter with my best friend and class fellow. He has promised to give me maximum favor in this regard. Hopefully, he will provide me with complete notes of all the missing lectures and practical classes which will help me a lot to catch up.

If you grant me leave, it will be a unique opportunity for me to know about various geographical respects of the world. Also, I will share my traveling experience with my class fellows when I return. Thank you in anticipation.

Yours sincerely,

[Name]  
[Registration #]  
[Batch]