**To Date:**  
The Principal,  
School name,  
City name.

Sub: Leave application for going home town.

Respected Sir/Madam,

I am writing this letter to inform you that I and my family are going to my hometown to visit my grandparents. Therefore I  request you to kindly grant me leave for **four days** starting from **[date]** to **[date]**.

I shall be grateful to you.

Thanking you.

Yours obediently,  
Student name,  
Class,  
Section,  
Roll number.