**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.