

# School Leave Application For Travelling

---

**Natalie Chen**  
**2345 Willow Way**  
**Riverside, CA, 92503**  
**natalie.chen@email.com**  
**(951) 321-4567**  
**April 2, 2024**

To,

**Mr. Thomas Harper**  
**Principal**  
**Riverside Middle School**  
**6789 River Road**  
**Riverside, CA, 92504**

**Subject: Leave Application for Emily Chen, 6th Grade**

**Dear Mr. Harper,**

I hope you are doing well. I am writing to request a leave of absence for my daughter, Emily Chen, who is in the 6th grade, Section C, at Riverside Middle School. Our family has planned a trip to visit historical sites in Washington, D.C., which requires Emily to be out of school from May 1, 2024, to May 5, 2024.

This educational trip will offer Emily a unique opportunity to explore significant national landmarks and enhance her understanding of American history, complementing her school curriculum. We are keen to make this experience as educational as possible and have scheduled guided tours at several key sites.

We request any schoolwork or assignments that Emily can complete beforehand or during the trip to ensure she stays on track with her studies. We are committed to supporting her academic responsibilities and are confident this experience will be greatly beneficial to her overall education.

We appreciate your understanding and support, and kindly ask for your approval of this leave request. Please let us know if you require any further information.

Thank you for your attention to this matter. We are grateful for your consideration and the positive impact you have on Emily's education.

Yours sincerely,

**Natalie Chen**

**Mother of Emily Chen**