

# School Absence Notification

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

Subject: Notification of Absence for Travel

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to travel plans.

We understand the importance of attendance and will ensure that [Child's Name] completes any missed assignments and stays updated on classwork during this period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]