

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class] at [School Name], will be absent from school from [Start Date] to [End Date] due to a planned family vacation.

We believe this time away will be beneficial for our family, and we will ensure that [Child's Name] completes any necessary assignments and remains up to date with their studies.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]