

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Full Name], a student in [Grade/Class] at [School Name], will be absent from school on [Date(s) of Absence] due to religious observance.

We appreciate your understanding and support as we honor this important aspect of our faith.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]