

Letter of Absence

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 unable to attend school on [Date(s) of Absence] due to our observance of [Religious Holiday/Observance].

We respect the school's policies and will ensure that [he/she/they] stays updated with all missed assignments and schoolwork during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]