

Date: [Insert Date]

To Whom It May Concern,

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

We understand the importance of attendance and will ensure that [Child's Name] keeps up with all assignments and lessons missed during this time. We appreciate your support and understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]