

# Request for School Exemption

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a temporary school exemption for my child, [Child's Full Name], who is currently in [Grade/Class Name].

[Child's Name] has been presented with a unique opportunity to participate in [describe the opportunity briefly, e.g., a prestigious summer program, an educational trip, etc.] from [start date] to [end date]. This experience is not only educational but also vital for [his/her] personal and academic growth.

We believe that this opportunity will greatly benefit [Child's Name] in terms of [mention any relevant skills or experiences, e.g., teamwork, leadership, etc.]. We understand the importance of maintaining consistent attendance, and we will ensure that [Child's Name] makes up for any missed assignments and lessons during this period.

I kindly ask for your consideration in granting a school exemption for [Child's Name] during this timeframe. We appreciate any support you can provide and look forward to discussing this further.

Thank you for your time and understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Relationship to the Child]