

Request for School Exemption

Date: [Insert Date]

To,
[Principal's Name]
[School's Name]
[School's Address]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request an exemption for my child, [Child's Name], who is enrolled in [Grade/Class Name] at [School's Name]. We are planning to travel for [briefly explain reason, e.g., family reunion, vacation, etc.] from [start date] to [end date].

We understand the importance of regular attendance and assure you that [Child's Name] will keep up with any assignments and coursework missed during this period. We will ensure that they are prepared for a smooth transition back to school upon our return.

We kindly ask for your approval for this travel exemption and would be grateful for any guidance regarding assignments or classes that need to be completed during our absence.

Thank you for considering our request. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]