

Absence Request for Religious Observance

Date: [Insert Date]

To: [Teacher/Principal's Name]

[School's Name]

[School's Address]

Dear [Teacher/Principal's Name],

I am writing to formally request an absence for my child, [Child's Name], who is in [Grade/Class Name]. We will be observing [Name of Religious Holiday or Event] on [Date(s) of Absence], which is an important occasion for our family.

We kindly ask for your understanding and support in allowing [Child's Name] to take this time off from school. We will ensure that [he/she/they] keeps up with any missed assignments and classwork during this period.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]