

School Absence Request for Special Event

Date: [Insert Date]

To: [Teacher's/Principal's Name]

[School Name]

[School Address]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to formally request permission for my child, [Child's Name], a [grade/level] student in your class, to be excused from school on [date(s)] due to [special event, e.g., a family wedding, religious ceremony, etc.].

This event is of great significance to our family, and we believe it is important for [Child's Name] to be present.

Please let us know if any additional information is required. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]