

# School Absence Request Letter

Date: [Insert Date]

To,

The Principal,  
[School Name]  
[School Address]

Dear [Principal's Name],

I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class] at your school. We plan to travel from [Start Date] to [End Date], and we believe this trip will be an enriching experience for [him/her/them].

We will ensure that [Child's Name] keeps up with all missed assignments and lessons during this period. We would appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]  
[Your Address]  
[Your Phone Number]