

# School Absence Request for Vacation

Date: [Insert Date]

To: [Teacher's Name]

School: [School Name]

Address: [School Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request permission for my child, [Child's Name], who is in [Grade/Class Name], to be absent from school from [Start Date] to [End Date] due to a family vacation.

We understand the importance of regular attendance and will ensure that [Child's Name] keeps up with all assignments and coursework during this time. We will coordinate with [his/her] classmates to catch up on anything missed.

Thank you for considering our request. Please let us know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]