

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally excuse my child, [Child's Name], from school from [Start Date] to [End Date] due to a family vacation. We believe this experience will provide valuable family time and enrich [his/her] understanding of the world.

Please let me know if there are any assignments or materials that [Child's Name] will need to catch up on upon [his/her] return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]