

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend school on [Date of Absence] due to a religious observance.

We greatly appreciate your understanding and support in allowing [Child's Name] to observe this important event. Please let us know if there are any assignments or classwork that [he/she/they] will need to complete upon returning to school.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]