

# School Absence Request for Vacation

Date: \_\_\_\_\_

To: [Teacher/Principal's Name]

[School Name]

[School Address]

Dear [Teacher/Principal's Name],

I am writing to formally request permission for my child, [Child's Full Name], to be absent from school from [Start Date] to [End Date] due to a family vacation. We understand the importance of attendance and will ensure that [he/she/they] stays on top of all assignments and coursework during this time.

Please let us know if there are any assignments or tasks that need to be completed before or after the vacation. We appreciate your understanding and support.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Relationship to the Child]

[Your Contact Information]