

Withdrawal from School for Family Event

Date: [Insert Date]

To: [Teacher's Name] / [Principal's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name/Principal's Name],

I am writing to formally request a temporary withdrawal of my child, [Child's Name], from school from [Start Date] to [End Date] due to a family event we must attend. We believe this event is essential for our family and offers a valuable experience.

We understand the importance of their education and will ensure that [Child's Name] stays up-to-date with any assignments or materials missed during this time.

Thank you for your understanding and support. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Contact Information]

[Relationship to Child]