

# School Vacation Withdrawal Request

Date: [Insert Date]

To,

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the upcoming school vacation scheduled from [Start Date] to [End Date]. Due to unforeseen employment obligations, I am unable to take this break.

While I was looking forward to the time off, I must prioritize my job commitments at this time. I assure you that I will keep up with my studies and assignments during this period and will coordinate with my teachers to ensure that I remain on track.

Thank you for your understanding and support. I appreciate your consideration of my request.

Sincerely,

[Your Name]

[Your Class/Grade]

[Your Contact Information]