

Withdrawal Request for School Vacation

Date: [Insert Date]

To,

The Principal,

[School Name]

[School Address]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from school for the vacation period due to personal reasons. My child, [Child's Name], who is in [Grade/Class Name], will not be able to attend school from [Start Date] to [End Date].

We understand the importance of attending school and will ensure that [Child's Name] keeps up with the assigned work during this time.

Thank you for your understanding and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]