

# Withdrawal Letter for School Vacation

Date: [Insert Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a temporary withdrawal for my child, [Child's Name], a student in [Grade/Class Name], from [Start Date] to [End Date]. We have an opportunity to travel during this period that we believe will greatly enrich [his/her/their] educational experience.

We understand the importance of regular attendance and are committed to ensuring that [Child's Name] stays up to date with assignments and coursework during our absence. We will work closely with [his/her/their] teachers to facilitate this.

Thank you for considering our request. We appreciate your support and understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]