

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request an excused absence for my child, [Student's Name], who is in [Grade/Class Name].

[Student's Name] will be traveling with our family from [Start Date] to [End Date] for [brief explanation of the reason, e.g., a family reunion, vacation, etc.]. We believe this trip will provide valuable experiences and memories for [him/her/them].

We kindly ask that you excuse [Student's Name] from school during this time. We will ensure that [he/she/they] stays on top of any assignments and responsibilities while away and will coordinate with [his/her/their] classmates to gather any missed work.

Thank you for your understanding and support. Please let us know if you require any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]