

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Kumon Center Name]
[Center Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a break from Kumon classes due to the upcoming holiday season.

Enrolled student: [Student's Name]

Start date of break: [Start Date]

End date of break: [End Date]

I appreciate the understanding and support from the Kumon team during this time and look forward to returning to classes on [Return Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]