

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

Dear [Teacher's/Principal's Name],
I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a [grade/class] student at [School's Name], will be unable to attend school from [start date] to [end date] due to a family vacation.

We understand the importance of school attendance and will ensure that [Child's Name] completes any missed assignments and keeps up with classwork during this time. Please let us know if there are specific tasks or materials we should focus on in advance.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to the Student]