

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request travel permission for my child, [Child's Name], who is a [Grade/Class] student at [School's Name]. We plan to travel from [Start Date] to [End Date] for [reason for travel, e.g., family vacation, wedding, etc.].

Please let us know if there are any forms or additional information required to process this request. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]