

[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 excuse my child, [Child's Name], from school on [dates of absence] due to a family travel commitment.

We have planned this trip for [reason for travel, e.g., family reunion, vacation, etc.], and it is important for us to spend this time together. I assure you that [Child's Name] will catch up on any missed assignments and lessons.

Thank you for your understanding. Please let us know if any further information is required.

Sincerely,
[Your Name]
[Your Relationship to the Child]