

[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 am writing to inform you that my child, [Child's Name], who is in [Grade/Class Name], will be absent from school from [Start Date] to [End Date] due to family travel.

We understand the importance of attending school regularly and will ensure that [he/she/they] keeps up with all assignments and classwork during this time.

Thank you for your understanding. Please let us know if there are any forms or procedures we need to complete prior to [Child's Name]'s absence.

Sincerely,
[Your Name]