

[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 hope this message finds you well. I am writing to formally request excused absences for my child, [Child's Name], who is in [grade/class name] at [School's Name].

Due to [reason for absence, e.g., family obligations, medical issues, etc.], [he/she/they] will be unable to attend school from [start date] to [end date]. Please let me know if any additional documentation is needed to support this request.

I appreciate your understanding and support in this matter and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Relationship to the Child]