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# Letter of Absence From School Due to Travel

[Parent's Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]


[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to inform you of the upcoming absence of my child, [Child's Name], who is currently enrolled in the **[Grade/Class]** at [School Name]. Due to [reason for travel, e.g., family matters, a significant event, vacation], we will be traveling out of state, necessitating [Child's Name]'s absence from school from [Start Date] to [End Date].

We understand the importance of consistent attendance, but believe that this experience will also provide [Child's Name] with valuable learning opportunities. To ensure [he/she/they] stays up to date with [his/her/their] schoolwork, we kindly request any assignments or materials that **[Child's Name]** can work on during [his/her/their] absence. We are committed to [Child's Name]'s education and will make sure [he/she/they] completes all required work.



Please let us know if there are any forms we need to fill out or any other formalities required to formalize this absence. We appreciate your understanding and flexibility regarding this matter.

Thank you for your attention to this request. If you have any questions or need further information, please feel free to contact me at **[Your Phone Number]** or via email at **[Your Email Address]**.

**Sincerely,**

[Parent's Name]