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# Letter of Absence From School Due to Travel

**Michael Robinson**

**234 Pine Road**

**Orlando, FL, 32801**

**April 3, 2024**

**Mr. Henry Allen**

**Principal**

**Orlando High School**

**678 Education Blvd**

**Orlando, FL, 32803**

Dear Mr. Allen,

**Subject: Absence of Sarah Robinson from May 1 to May 15, 2024**

I am writing to notify you of the upcoming absence of my daughter, Sarah Robinson, a sophomore at Orlando High School, due to travel. Sarah will be traveling with our family to Europe from May 1 to May 15, 2024, for an educational trip.

This trip presents a unique opportunity for Sarah to gain firsthand experience of different cultures, languages, and historical sites, enhancing her understanding of the global environment which aligns with her current coursework in history and languages.

We are committed to ensuring that Sarah stays up to date with her schoolwork. We have already discussed with her teachers about obtaining assignments in advance, and Sarah is dedicated to completing all necessary schoolwork during our travels.

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Please consider this letter as a formal request for her excused absence during the specified period. We appreciate the school's support in facilitating her educational journey and ensuring that this travel opportunity minimizes the impact on her academic responsibilities.

Thank you for understanding and assisting in coordinating Sarah's academic needs during her absence. We are confident that this experience will be highly beneficial for her educational growth.

Sincerely,

**Michael Robinson**

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**(407) 555-6789**