

# School Absence Letter to Principal

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**Maria Gonzalez**

**789 Oak Street**

**Springfield, IL, 62704**

**April 3, 2024**

**Mrs. Susan Parker**

**Principal**

**Lincoln Elementary School**

**456 School Lane**

**Springfield, IL, 62705**

Dear Mrs. Parker,

**Subject: Absence of Emily Gonzalez on April 10-12, 2024**

I am writing to inform you of the upcoming absence of my daughter, Emily Gonzalez, who is in the 5th grade in Ms. Thompson's class. Emily will be absent from school from April 10 to April 12, 2024, due to a family commitment.

We are attending a family reunion in another state, an event that was planned several months ago and involves multiple generations of our family. This gathering is significant for our family, and Emily's presence is greatly valued.

We understand the importance of regular attendance at school and have ensured that Emily will catch up on any missed assignments or classwork upon her return. We will communicate with Ms. Thompson to obtain the necessary materials and assignments for Emily to work on during her absence, if possible.

We appreciate your understanding and cooperation in this matter. Please let us know if any further information or paperwork is required to facilitate Emily's excused absence from school.

Thank you for your attention to this request and for your support in ensuring Emily's academic responsibilities are managed during her time away.

Sincerely,

**Maria Gonzalez**

**maria.gonzalez@email.com**

**(217) 555-1234**