
Exemption Letter for School

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name/School Administrator],

I am writing to formally request an exemption for my [son/daughter], [Child's Name], from [specific requirement or activity, e.g., physical education class, vaccination requirement, etc.] during the [specific time period or school year].

[Explain the reason for the request, such as a medical condition, religious belief, or other significant reason. Provide as much detail as necessary to support your case, but avoid disclosing highly personal information.]

We understand the importance of [the requirement from which exemption is being requested] and have not taken this decision lightly. To support our request, I have attached [mention any documents you are including, such as a doctor's note, religious certification, etc.].

We appreciate your understanding and consideration of our request. Please let us know if there are forms to complete or further documentation required. We are willing to meet and discuss this matter at your earliest convenience.

Thank you for your attention to this matter. We look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., Parent, Guardian]