Religious Holiday Absence Template

Subject: Religious Observance Absence Request

Dear [Principal/Teacher's Name],

I am writing to request an excused absence for my child, [Student's Name], who is a student in [Grade/Class], to observe [Religious Holiday/Observance].

According to our religious traditions, [Student's Name] will need to be absent on [Date(s)] to participate in [brief description of observance]. This is an important religious obligation for our family. I will ensure that [Student's Name] completes all missed assignments and makes up any tests or quizzes. Please let me know if there are any specific materials or assignments that should be prioritized.

Thank you for accommodating our religious practices.

Sincerely,

[Parent's Name]

[Contact Information]

[Date]

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