

School Holiday Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Request for School Holiday Absence

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request permission for my child, [Child's Name], who is a student in [Grade/Class], to be granted leave from school during the upcoming school holiday period.

The reason for this request is [briefly explain the reason for the holiday, such as a family event, personal development opportunity, or travel plans]. We believe that this experience will greatly contribute to [Child's Name]'s personal growth and education, and we are committed to ensuring that their schoolwork is not disrupted.

We assure you that we will take all necessary measures to minimize any impact on [Child's Name]'s education. We are willing to work closely with [Child's Teacher's Name] to develop a plan to ensure that [he/she] can catch up on any missed coursework and assignments during this time.

If needed, we are also open to arranging a meeting to discuss the details of [Child's Name]'s leave and how we can collaborate to ensure a smooth transition back to school after the holiday.

We understand the importance of regular attendance and the value of [Child's Name]'s education,

and we are committed to ensuring that this absence does not hinder [his/her] progress. We appreciate your understanding and consideration of our request.

Thank you for taking the time to review our request. We look forward to your response at your earliest convenience. Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Parent/Guardian]

[Signature if sending a printed letter]