

Family Vacation Request Letter

Subject: Request for School Holiday - Family Vacation

Dear [Principal's Name/Teacher's Name],

I am writing to formally request permission for my child, [Student's Name], enrolled in [Grade/Class], to be absent from school from [Start Date] to [End Date] for a family vacation.

We have planned this trip well in advance due to work commitments and family circumstances that make it impossible to schedule during official school holidays. The vacation will provide valuable educational experiences as we plan to visit historical sites and museums that align with [Student's Name]'s curriculum.

I understand that missing school time is not ideal, and I am committed to ensuring [Student's Name] stays current with all coursework. I will coordinate with teachers to collect assignments before departure and ensure all work is completed upon return.

Please let me know if you require any additional information or documentation. I would appreciate your understanding and approval of this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]

[Date]

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