

Casual Vacation Leave Email

Subject: Vacation Leave for [Child's Name]

Hi [Teacher's Name],

I hope you're doing well. I wanted to let you know that we'll be away on a family vacation from [Start Date] to [End Date], and [Child's Name] won't be able to attend school during this period.

We'll make sure [he/she] keeps up with homework and classwork once back. Thanks for your support!

Best regards,

[Parent's/Guardian's Name]

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