

[ requestmonth ] [ requestday ], [ requestyear ]

[ childsschool ]

[ schooladdress ]

[ schoolcity ], [ schoolstate ] [ schoolzip ]

RE: Absence Request

Dear School Administrator:

Kindly excuse the following children from school beginning [ monthbegin ] [ daybegin ], [ yearbegin ] until [ monthend ] [ dayend ], [ yearend ] due to a family activity requiring their attendance.

[ childfirstname ] [ childmiddlename ] [ childlastname ]

Should there be any problem in approving this request, please contact the undersigned immediately.

Sincerely,

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[ firstname ] [ middlename ] [ lastname ]

[ streetaddress ] [ apartmentnumber ]

[ city ], [ state ] [ zip ]

[ phonenumber ]