

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Parental Excuse

Attn: School Administrator

Dear School Administrator:

Kindly excuse my child(ren), namely

(list name(s) of child(ren)), from school beginning the _____ day of _____, 20____, until the _____ day of _____, 20____, due to a family activity requiring his /her (their) absence from school. This activity, _____ (wedding, funeral, etc.), is a family activity requiring the attendance of my child(ren); therefore, it will not be possible for him /her (them) to be present during school hours on the days noted above. Should there be any problem in approving this request, please contact the undersigned immediately. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.