



Dear Teacher,

\_\_\_\_\_ in Grade \_\_\_\_\_ will be  
absent from \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (inclusive)  
on a family holiday / \_\_\_\_\_.

They will return to school on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ .

Yours sincerely,

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_