Your Name

[Street Address]

[City, ST ZIP Code]

[Date]

[Teacher’s Name]

[Grade and room number]

[School Name]

Dear [Teacher’s Name]:

This is to inform you that my son Meezo of grade 3 will not attend his school on 7th, 8th and 9th April 2018 as a family wedding has approached. We will be traveling out of the city to attend the wedding ceremony.

I don’t want my son to lack behind in studies, for this reason, I request you give him all the work planned for days ahead prior to our leaving for the wedding.

Thanking you in anticipation.

Sincerely,

Alex

cc: [Principal’s Name]