

---

(date)

Chapman Mills Public School

To whom it may concern:

**Re: Vacation**

This letter is to inform you of the absence of my child \_\_\_\_\_

in grade \_\_\_\_\_. We will be going on a vacation from

\_\_\_\_\_ to \_\_\_\_\_ and will be returning on

\_\_\_\_\_. A course of study has been provided.

Please be assured that we will be returning to Chapman Mills Public School.

Sincerely,

---

Parent