

Dear (appropriate title and last name or first name if personal relationship established),

I am writing in regards to our planned travel on (dates) to (destination). (adults traveling i.e. "My husband and I, partner and I, use names or I) will be traveling along with (student) from (teacher's name)'s class (any identifying number for classroom) and (student #2) from (teacher's name)'s class (any identifying number for classroom) *and so on for any number of children. This is also where you might mention if you have children in school who will not be traveling with you and who will be their caretaker/contact during this time.*

We understand the importance of school attendance and do not want to make extra work for the teachers. We will work with the (student names)'s' teachers to make sure he/she/they stay on top of things. The (school name) teachers have always been accommodating about absences and we truly appreciate them. If you have any questions, concerns or procedural requirements, please let me know.

Thank you,

(Your name - first and last if no personal relationship established)