[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope this letter finds you in the best of your health.

As you know summers are approaching and it is one of the favorite season for quite a lot of people specially kids. We had promised our kids to take them for a small educational trip to Scotland. As we all know Scotland has a lot of places which will help the children to understand the art, architecture and culture of the country. Learning history is very important for kids.

We are travelling for two weeks. Therefore, my son will not be able to attend school during this time. I can assure you that he will be catching up with the homework as well as any missed lectures. I hope this trip will help him to educate and understand different nationalities. I would be very grateful if you could allow us this time off from school.

With thanks

Mrs. Shaggy