

## Formal Letter for Permission to Travel During School Days

A **formal letter for permission to travel during school days** is a written request addressed to the school authorities, seeking approval for a student to be absent from classes due to travel plans. The letter should clearly state the reason for travel, the duration of absence, and assure the commitment to catch up on missed work.

### Sample Letter Format

To,  
The Principal,  
[School Name],  
[School Address]

**Date:** [Date]

**Subject:** Request for Permission to Travel During School Days

Dear [Principal's Name],

I am writing to request your kind permission for my child, [Student's Name] of class [Class/Grade], to be absent from school from [Start Date] to [End Date] due to family travel commitments.

We understand the importance of uninterrupted attendance and will ensure that [he/she] completes all pending assignments and coursework promptly upon return. Kindly consider our request and grant the necessary permission.

Thank you for your understanding and consideration.

Sincerely,  
[Your Name]  
[Relationship to Student]  
[Contact Information]