

Letter Template

(DATE)

Dear ("TEACHERS," "PRINCIPAL" OR SPECIFIC NAME):

As you are planning for the rest of this year, we are writing to alert you to the dates of the major Jewish holidays. We are an observant Jewish family, and (CHILD'S NAME) will be absent for various holidays in the fall and spring.

Please see below a list of the major holidays during the next two academic years, as well as some information about the restrictions involved. For instance, (CHILD'S NAME) is unable to complete homework during the upcoming major holidays, Rosh Hashanah and Yom Kippur.

(CHILD'S NAME) will talk with you to find out the best way to ensure (SHE) receives and completes (HER) assignments, and we will send notes ahead of time about upcoming absences.

We look forward to seeing you at the first parent-teacher meeting.

Best,

(PARENTS' NAMES)

(EMAIL)

(PHONE NUMBER)