[Senders Name]

[Recipient Street Address]

[Postal code]

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Postal code]

[Insert Date]

Dear [insert school contact name],

**Religious observance**

I am writing to inform you that my child, [insert name, year and class], will be absent from school on [insert date] as we will be celebrating [Gurpurab/Vaisakhi], [the birth of Guru Nanak Dev Jee (the founder of the Sikh faith)/the creation of the Khalsa)].

This is an extraordinary time for the Sikh community. For us, the day must be spent with the family at the Gurdwara Sahib (Sikh place of worship), where we will meditate, cook, serve free hot meals, and serve the community.

I believe that this should be marked as an authorised absence under the UK legislation and am happy to discuss further.

I appreciate your ongoing support and inclusivity.

Yours sincerely,

[name]