

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally notify you that my child, [Child's Name], a student in your [Grade/Class Name], was unable to attend school on [Date(s) of Absence] due to [Reason for Absence, e.g., illness, family emergency, etc.].

We understand the importance of attending school and will ensure that [Child's Name] catches up on any missed assignments or activities. Please let us know if there are specific tasks that need attention.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Child, e.g., Parent/Guardian]