

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 inform you that my child, [Child's Name], was unable to attend school on [date(s) of absence] due to [reason for absence, e.g., illness, family emergency]. We understand the importance of attending classes and will ensure that [he/she/they] catches up with any missed assignments and lessons. Please let us know if there are specific tasks that need to be completed.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Contact Information]