

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

Dear [Principal's Name or Teacher's Name],  
I am writing to inform you that my child, [Child's Name], a [grade] student at [School's Name], will be unable to attend school from [start date] to [end date] 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] completes any missed assignments and keeps up with classwork during this time. Please let us know if there are specific materials or assignments that we should prioritize while [he/she/they] is away.

Thank you for your understanding. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Relationship to Child]