

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

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to inform you about an emergency situation that arose on [date] which prevented my child, [Child's Name], from attending school.

Due to [brief explanation of the emergency situation], it was necessary for [him/her/them] to be absent from class. We understand the importance of attendance and are committed to ensuring that [Child's Name] stays up to date with assignments and any missed work.

We appreciate your understanding during this challenging time. If there are any specific tasks or assignments that need to be completed, please let us know.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Relationship to the Child]