

[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 inform you that my child, [Child's Name], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency].

We understand the importance of attending school and assure you that [Child's Name] will make up for any missed assignments and classwork. Thank you for your understanding. Please let us know if you need any further information.

Sincerely,

[Your Name]
[Your Relationship to Child]