

[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 am writing to inform you that my child, [Child's Name], a [grade/class] student at [School's Name], was unable to attend school on [date] due to [reason for absence, e.g., a medical appointment, illness, etc.].

We have made arrangements for [him/her/them] to catch up on any missed assignments and lessons. Please let us know if there are any specific tasks [he/she/they] should prioritize.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]