

[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, [Student's Name], is unable to attend school from [Start Date] to [End Date] due to family issues that require our attention.

We appreciate your understanding and support during this time. Please let us know if there are any assignments or materials that [Student's Name] should focus on during their absence.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Contact Information]