

[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 formally excuse my [son/daughter], [Child's Name], a student in your [Grade/Class Name], from school on [Date(s)] due to [reason for absence, e.g., illness, family emergency, etc.].

[Optional: Brief explanation of the situation, if necessary.]

Please let me know if there are any assignments or materials that [he/she/they] needs to catch up on. Your understanding in this matter is greatly appreciated.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Contact Information]