

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[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 formally inform you that my child, [Child's Name], a [grade] student in your [class/subject], was unable to attend school on [specific dates] due to [reason for absence, e.g., illness, family emergency].

We understand the importance of attending school and assure you that [Child's Name] is committed to staying on track with their studies.

Please let us know if there are any assignments or materials that need to be completed or submitted.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sent as a hard copy)]