

[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 [Date(s)] due to [reason for absence, e.g., illness, family emergency].

We have ensured that [he/she/they] will make up any missed assignments or class work. Please let us know if there are specific tasks or deadlines that need to be addressed.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to the Student]