

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's/Principal's Name]
[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 inform you that my child, [Student's Name], who is in [Grade/Class Name], was unable to participate in [specific student activity or event] on [date of the activity] due to [reason for absence, e.g., illness, family commitment, etc.].

We understand the importance of such activities in [his/her/their] educational experience and regret any inconvenience this may have caused. [Student's Name] is eager to catch up on any missed work or assignments related to the event.

Thank you for your understanding and support. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Phone Number]