

[Your Name]
[Your Position/Title]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you that your child, [Child's Name], has been absent from school on the following dates: [list dates].

Please ensure that [Child's Name] is aware of any assignments or important information they may have missed during their absence. If there are any issues or concerns regarding their attendance, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title]
[School Name]