

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

JFK High School
[School Address]
[City, State, ZIP Code]

Dear [Teacher's/Principal's Name],

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

We will ensure that [he/she/they] keeps up with any missed assignments and homework. Please let us know if there are specific tasks that need to be prioritized during this time.

Thank you for your understanding.

Sincerely,
[Your Name]