

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]

[Date]
[Teacher's Name]
[School Name]
[School Address]
[City, Postal Code]

Dear [Teacher's Name],

Subject: Excuse Letter for [Student's Name]

I hope this message finds you well. I am writing to formally excuse
[Student's Name], who is a student in [Grade/Class Name], from school on
[Date(s) of absence].

The reason for [his/her/their] absence is [briefly explain reason, e.g.,
illness, family emergency, etc.]. We kindly request that you provide any
missed assignments or notes to ensure [he/she/they] stays up to date with
[his/her/their] studies.

Thank you for your understanding. If you require any further information,
please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Relationship to the Student]