

[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]