

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally notify you of my absence from class on [specific date(s)] due to [brief explanation of the reason, e.g., illness, family emergency, etc.].

I understand the importance of attending class and appreciate your understanding regarding this matter. I will ensure that I catch up on all missed assignments and notes from my classmates.

Thank you for your attention to this matter. Please let me know if there is any additional information you require.

Sincerely,

[Your Name]
[Your Grade/Class]