

[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 inform you that my child, [Student's Name], who is in [Grade/Class Name], was unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of attendance and are working to ensure that [he/she/they] catches up on any missed assignments or classwork. Please let us know if there are specific tasks [he/she/they] should focus on during this time.

Thank you for your understanding.

Sincerely,

[Your Name]
[Relationship to the Student]
[Signature (if sending a hard copy)]