

[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 about my absence from school on [dates of absence] due to [reason for absence, e.g., illness, family emergency].

I understand the importance of attending classes and keeping up with assignments. If possible, I would appreciate any missed work or resources to ensure I stay on track.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Grade/Class]