

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally inform you that my [son/daughter], [Child's Name], was unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, a family emergency, etc.].

We understand the importance of attending classes and would appreciate any assignments or materials that [he/she/they] may have missed during this time. [He/She/They] is committed to catching up and ensuring [his/her/their] understanding of the coursework.

Thank you for your understanding and support. Please let us know if you require any further information.

Sincerely,

[Your Name]
[Your Phone Number]