

[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, [Child'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 attending classes and will ensure that [Child's Name] catches up on any missed assignments or lessons during this period.

Thank you for your understanding. Please let us know if there are any specific tasks or material that [Child's Name] should focus on upon returning to school.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]