

[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], a student in your [Grade/Class Name] class, was unable to attend school on [Date(s) of Absence] due to [reason for absence: illness, family emergency, etc.].

We have ensured that [he/she/they] is following up on any missed assignments and lessons to stay on track. We appreciate your understanding and support during this time.

If there are any specific tasks or materials that [Child's Name] should focus on, please let us know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Child]