

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

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a [Grade/Class Name] student at [School's Name], will be unable to attend school from [Start Date] to [End Date] 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] makes up for any missed assignments and coursework. Please let us know if there are specific materials or assignments we should focus on during this time.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Relationship to Child]