

[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 [son/daughter], [Child's Name], was unable to attend [class name] on [date(s)] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of regular attendance and am committed to ensuring that [Child's Name] stays up to date with the classwork. We would appreciate any assignments or materials that were covered during the absence.

Thank you for your understanding. Please let me know if there is any further information you require.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]