

[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 am writing to inform you that my child, [Child's Name], will be absent from class on [Date(s)] due to [reason for absence, e.g., illness, family commitment, etc.].

We understand the importance of attendance and will ensure that [he/she/they] catches up on any missed assignments and lessons. Please let us know if there are specific tasks or materials [he/she/they] should focus on during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]