

[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 [Dates of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of attendance and are committed to helping [Child's Name] catch up on any missed assignments or lessons. Please let us know if there are specific tasks or materials that [he/she/they] should focus on during this time.

Thank you for your understanding and support.

Sincerely,  
[Your Name]