

[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 notify you that my child, [Child's Name], a student in your [Grade/Class Name], will be unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, a family emergency, etc.].

We understand the importance of attendance and will work to ensure that [Child's Name] stays up to date with any missed assignments or classwork. Please let us know if there are specific materials or tasks that need to be completed during this time.

Thank you for your understanding. Please feel free to contact me if you have any questions.

Sincerely,

[Your Name]

[Your Relationship to Child]