

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's/Principal's Name]  
[School Name]  
[School 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 student in [grade/class], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We ensured that [he/she/they] was keeping up with assignments and will be making any necessary arrangements to catch up on missed work.

Thank you for your understanding. If you need any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Relationship to the Child]