

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I am writing to inform you about the absence of my child, [Student's Name], who is in [Grade/Class Name]. [He/She/They] was unable to attend school on [Dates of Absence] due to [reason for absence, e.g., illness, family emergency].

We have ensured that [Student's Name] will catch up on all missed assignments and lessons. If there are any specific tasks or information that needs to be addressed, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]

[Your Contact Information]