

[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], a student in [Grade/Class Name], was unable to attend school on [Dates of Absence] due to [reason for absence, e.g., illness, family emergency].

We understand the importance of attending school regularly and assure you that we will ensure [Child's Name] stays up to date with any missed assignments and lessons.

Please let us know if there are any specific tasks or homework that need to be completed. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to the Child]