

[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 [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of attending school and assure you that [Child's Name] will catch up on any missed assignments and lessons.

Please let us know if there are any specific tasks or materials that need to be addressed.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]