

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 notify you of my [son's/daughter's] absence from school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

Please let me know if any assignments or classwork need to be completed during this time. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to Student]
[Student's Name and Grade/Class]