

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],
I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a [grade/class] student at [School's Name], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency].

Please let me know if there are any assignments or classwork that [he/she/they] needs to complete as a result of this absence. We are committed to ensuring that [Child's Name] stays on track with [his/her/their] studies.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]