

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [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], will be absent from school for an extended period due to [reason for absence, e.g., illness, family circumstances, etc.].

The dates of absence will be from [start date] to [end date]. During this time, we will ensure that [he/she/they] keeps up with assignments and homework. We would appreciate any support or resources you could provide to help [Child's Name] stay on track with [his/her/their] studies.

Thank you for your understanding. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Relationship to the Child]