

[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], will be unable to attend school from [Start Date] to [End Date] due to family travel plans.

We understand the importance of attendance and are committed to ensuring that [Child's Name] will complete any missed assignments and catch up on lessons. Please let us know if there are specific tasks or materials that we should focus on during our time away.

Thank you for your understanding. We appreciate your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]