

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 about my absence from school on [dates of absence]. Unfortunately, due to [reason for absence, e.g., illness, family emergency], I was unable to notify the school in advance.

I understand the importance of attending classes, and I apologize for any inconvenience my absence may have caused. I am committed to catching up on any missed assignments and lessons. Please let me know how best to do this.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Grade/Class]