

[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 [son/daughter], [Child's Name], who is in [Grade/Class Name], was unable to attend school from [start date] to [end date] due to a family emergency.

We appreciate your understanding during this time and would like to request any assignments or notes that [Child's Name] may have missed to help them catch up on their studies.

Thank you for your support.

Sincerely,
[Your Name]