

[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 formally inform you that my child, [Child's Name], a [grade/class name] student, was unable to attend school on [dates of absence] due to personal reasons.

We understand the importance of attendance and will ensure that [he/she/they] catch up on any missed assignments and lessons. Please let us know if there are specific materials [he/she/they] should focus on during this time.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to the Child]