

[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 am writing to inform you that my child, [Child's Name], who is in
[Grade/Class Name], was unable to attend school on [dates of absence] due
to [reason for absence, e.g., illness, family emergency].

We understand the importance of regular attendance and will ensure that
[Child's Name] keeps up with any missed assignments and lessons.

Thank you for your understanding. Please let us know if you need any
further information.

Sincerely,

[Your Name]
[Your Relationship to the Child]