

[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 am writing to inform you that my child, [Child's Name], will be absent from school on [Date(s)] due to [reason for absence, e.g., illness, family emergency].

We will ensure that [he/she/they] keeps up with any missed assignments and schoolwork. If there are specific tasks or materials that need to be addressed, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to the Child]