

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 formally inform you that my child, [Child's Name], a student in [Grade/Class], was unable to attend school on [dates of absence] due to [brief explanation of the reason, e.g., illness, family emergency, etc.].

We appreciate your understanding and support, and I would be grateful if you could provide any missed assignments or important information covered during this time.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions.

Sincerely,

[Your Name]
[Your Relationship to the Child]