

[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 hope this message finds you well. I am writing to inform you that  
[Reason for Absence, e.g., my child, [Child's Name], will be unable to  
attend school from [Start Date] to [End Date] due to personal reasons].  
I appreciate your understanding in this matter. If necessary, I will  
ensure that [Child's Name] stays up to date with their assignments and  
responsibilities during this time.

Thank you for your support. Please feel free to reach out if you have any  
questions.

Sincerely,

[Your Name]

[Your Relationship to the Student]