

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

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to formally notify you that my child, [Child's Name], who is in [Grade/Class Name], will be unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We will ensure that [he/she/they] keeps up with all assignments and homework missed during this time. Please let us know if there's anything specific that [he/she/they] should focus on during [his/her/their] absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]