

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

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

I am writing to inform you that my child, [Child's Full Name], who is in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of regular attendance and will ensure that [he/she/they] catches up on any missed assignments or lessons. Please let us know if there are any particular tasks that need to be completed during this time.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Relationship to Child]