

[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 am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to [reason - e.g., illness, family commitment, etc.].

We will ensure that [he/she/they] keeps up with all assignments and homework during this period. Please let us know if there are any important activities or documents that [Child's Name] will miss so that we can address them.

Thank you for your understanding.

Sincerely,

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