

[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/Section], will be unable to attend school from [Start Date] to [End Date] due to [reason for absence, e.g., illness, family emergency, etc.].

We kindly ask for your understanding and support in this matter. Please let us know if any assignments or homework need to be completed during this time so we can ensure that [Child's Name] stays on track with their studies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]