

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

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to formally excuse my child, [Child's Name], from [specific class or activity] on [specific date(s)] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of [class or activity] and will ensure that [Child's Name] makes up for any missed assignments or coursework during this time. Please let us know if there are specific materials or tasks that need to be completed.

Thank you for your understanding and support.

Sincerely,

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