

[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 message finds you well. I am writing to inform you that my child, [Child's Name], will be unable to participate in [specific school activity, e.g., field trip, sports event] on [date] due to [reason, e.g., illness, family commitment, prior engagement].

We understand the importance of participation in school activities and assure you that [Child's Name] will catch up on any missed work or responsibilities related to this event.

Thank you for your understanding.

Sincerely,
[Your Name]