

[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 hope this letter finds you well. I am writing to inform you that my child, [Child's Name], a student in [Grade/Class], will be unable to attend [specific school function/event, e.g., the school play, field trip] on [date] due to [reason, e.g., a family commitment, illness, etc.].

We understand the importance of participation in school events and regret any inconvenience this may cause. Please let us know if any assignments or activities can be made up afterward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]