

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

Dear [Teacher's/Principal's Name],
I hope this message finds you well. I am writing to formally excuse my child, [Child's Name], who is a [grade/class year] student in your [specific class/subject].

[Child's Name] was unable to attend [specific event or date] due to [reason for absence, e.g., illness, family emergency, etc.]. We understand the importance of participation in school events and regret any inconvenience this may have caused.

Please let us know if there are any assignments or materials that [Child's Name] needs to make up due to this absence.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to Child]