

[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 am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend the upcoming school trip to [Destination/Activity] scheduled for [Date of Trip].

The reason for this absence is [brief explanation of the reason, e.g., a family commitment, illness, etc.]. We appreciate your understanding and support in this matter.

If possible, please provide any information regarding missed activities or assignments so that [Child's Name] can stay up to date with the class.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]