

[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 or Principal's Name],  
I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a student in [Grade/Class] at [School's Name], will be unable to attend school on [Date] due to a scheduled medical appointment.

Please let us know if any work needs to be completed or if there are specific arrangements we should make for [Child's Name] to catch up on missed lessons.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to the Child]