

[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 formally excuse my child, [Child's Name], from school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We ensure that [he/she/they] will catch up on any missed assignments and lessons during this time. Please let us know if there are specific tasks [he/she/they] should focus on.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]