

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Teacher/Principal's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [Date(s)] due to [reason for absence, e.g., illness, family emergency].

We have taken the necessary steps to ensure that [he/she/they] stays on track with [his/her/their] studies during this time. I would appreciate any assistance you could provide in facilitating [his/her/their] catch-up work or any assignments missed.

Thank you for your understanding. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]