

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

[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 inform you that my child, [Child's Name], in [Grade/Class], was unable to attend school on [Date(s)] due to [reason for absence, e.g., illness, family emergency].

I kindly request that [he/she/they] be excused for this absence and allowed to make up any missed assignments or tests.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Relationship to the Child]
[Your Phone Number]