

[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], a student in [Grade/Class Name], from school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

[Optional: Brief explanation if necessary, e.g., "They experienced flu symptoms and were advised by our doctor to rest and recover."]

We appreciate your understanding and support. Please let us know if there are any assignments or work that [Child's Name] needs to complete upon their return.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Relationship to Child]