

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[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 formally excuse my child, [Child's Name], a student in [Grade/Class Name], from attending school on [Dates of Absence].

The reason for this absence is [briefly explain the reason, e.g., a medical issue, family emergency, etc.]. We understand the importance of attendance and will ensure that [Child's Name] catches up on any missed assignments and classwork.

Thank you for your understanding and support. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Relationship to Child]