

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a [grade/year] student at [School's Name], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

I understand the importance of attending school regularly, and we are committed to ensuring that [Child's Name] stays on track with their studies. We will make sure that [he/she/they] completes any make-up work assigned during this absence.

Thank you for your understanding. Please let us know if there are any additional steps we need to take.

Sincerely,

[Your Name]

[Your Relationship to the Child]