

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's Name or Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's Name or Principal's Name],  
I am writing to inform you that my child, [Child's Name], who is in  
[Grade/Class], was unable to attend school on [Date(s) of Absence]. The  
reason for this absence is [brief explanation of reason, e.g., illness,  
family emergency, etc.].

We understand the importance of attending school and will ensure that  
[Child's Name] catches up on any missed assignments or classwork.

Thank you for your understanding. Please let us know if there is any  
additional information or paperwork needed.

Sincerely,

[Your Name]  
[Your Relationship to Child]