

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

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

Thank you for your understanding. If you need any further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]