

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

Dear [Teacher's/Principal's Name],

I hope this letter finds you well. I am writing to inform you that my child, [Child's Name], a student in [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 attending classes and appreciate your understanding in this matter. We will ensure that [Child's Name] catches up on any missed assignments and lessons.

Please let us know if there is any further information or documentation needed. Thank you for your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]