

[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 formally notify you that my child, [Student's Name], a student in your [Grade/Class Name], will be unable to attend school from [Start Date] to [End Date] due to [reason for leave, e.g., illness, family emergency, etc.].

I understand the importance of regular attendance and assure you that we will ensure [he/she/they] keeps up with any missed assignments and classwork during this period. Please let us know if there are specific tasks that [Student's Name] should focus on during the absence.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]