

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 excuse my child, [Child's Name], from school on [Date(s)] due to [reason for absence, e.g., illness, family emergency, etc.].

[Child's Name] will make sure to catch up on any missed assignments and classwork. If there are specific tasks or notes needed, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]