

[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 of my absence from school on [insert date(s)]. The reason for my absence is [briefly explain reason, e.g., illness, family emergency, etc.].

I understand the importance of attending classes and will ensure that I catch up on any missed assignments and lessons. Please let me know if there are specific tasks or materials I should focus on during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Grade/Class]