

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's Name or Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Teacher's Name/Principal's Name],  
I hope this message finds you well. I am writing to inform you that my child, [Child's Full Name], a student in [grade/class] at [School's Name], will be unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.]. We understand the importance of attending classes and will ensure that [he/she/they] keeps up with any missed assignments and lessons during this time.

Thank you for your understanding. Please let us know if further information is required.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Relationship to Student]