

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

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

I am writing to inform you that my child, [Child's Name], a [grade/year] student at [School Name], will be absent from school on [date(s) of absence].

The reason for this absence is [brief explanation of the reason, e.g., illness, family commitment, etc.]. We appreciate your understanding and support during this time.

[Child's Name] will ensure that they catch up on any missed assignments and lessons. Please let us know if there are specific materials or tasks that need to be addressed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Relationship to Child]