

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

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

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a student in [grade/class], was 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 school regularly, and we have ensured that [Child's Name] will catch up on any missed assignments or classwork. Please let us know if there are specific tasks that need to be completed.

Thank you for your understanding and support. If you have any questions or require further information, feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]