

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Principal's Name]
[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 inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family commitment, etc.].

We apologize for any disruption this may have caused and appreciate your understanding. Please let us know if there are any assignments or material that [Child's Name] needs to make up.

Thank you for your attention to this matter.

Sincerely,
[Your Name]