

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally excuse my child, [Child's Name], from school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

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

Sincerely,

[Your Name]
[Your Relationship to the Child]