

[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 am writing to inform you about my child's absence from school on [dates of absence]. The reason for this absence was [brief explanation of the reason, e.g., illness, family emergency, etc.].

We understand the importance of attending school and will ensure that [Child's Name] makes up for any missed assignments or classwork.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to the Child]

[Child's Name and Grade/Class]