

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

Dear [Teacher's Name],

I am writing to inform you that my child, [Child's Name], was unable to attend school on [dates of absence] due to [reason for absence].

We appreciate your understanding and support. Please let us know if any assignments need to be completed upon [his/her] return.

Thank you.

Sincerely,

[Your Name]