

[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 hope this message finds you well. I am writing to formally inform you of my absence from school on [insert dates of absence] due to [brief reason for absence, e.g., illness, family emergency].

I understand the importance of attending school and will ensure that I keep up with any missed assignments and lessons. I appreciate your understanding in this matter.

Thank you for your attention to this issue. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]  
[Your Grade/Class]