

[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 inform you that my child, [Child's Name], who is in
[grade/class name], was unable to attend school on [dates of absence] due
to [reason for absence, e.g., illness, family emergency].

We understand the importance of attending school and will ensure that
[he/she/they] catches up on missed assignments. Please let us know if any
additional information is needed.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]