

[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 hope this message finds you well. I am writing to formally request an excused absence for my child, [Child's Name], who is in [Grade/Class] due to [reason for absence, e.g., illness, family emergency, etc.].

[Child's Name] will be unable to attend school from [start date] to [end date]. We understand the importance of attending classes and will ensure that [he/she/they] stays up to date with any assignments or homework during this time.

Thank you for your understanding and support. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]