

[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 hope this message finds you well. I am writing to inform you about my child, [Child's Name], who was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We have ensured that they are keeping up with their assignments during this time and will make every effort to catch up on any missed work.

Thank you for your understanding. If there are any additional requirements or forms that need to be completed, please let me know.

Sincerely,

[Your Name]
[Relationship to Child]