

[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 formally notify you that my child, [Child's Name], a [grade/class] student at [School's Name], was unable to attend school on [dates of absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We ensured that [he/she/they] kept up with assignments and coursework during [his/her/their] absence and are committed to helping [him/her/them] catch up on any missed work. Please let us know if there are specific tasks or materials we should focus on.

Thank you for your understanding.

Sincerely,

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