

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], will be unable to attend school on [Date(s) of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We will ensure that [he/she/they] completes any missed assignments and stays up to date with [his/her/their] studies. Please let us know if there are specific tasks or homework that need to be addressed during this time.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Relationship to the Student]