

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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, etc.].

We have ensured that [he/she/they] is keeping up with [his/her/their] assignments and will catch up on any missed work promptly. Please let us know if there are any specific tasks or assignments that need to be addressed.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Phone Number]