

[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 hope this message finds you well. I am writing to inform you that my child, [Student'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 understand the importance of attendance and assure you that we have taken the necessary steps to support [Student's Name]'s learning during this time. We will ensure that they catch up on any missed assignments and lessons.

Thank you for your understanding. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]