

[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], who is in [Grade/Class] at [School's Name], will be absent from school on [Dates of Absence] due to [reason for absence, e.g., illness, family emergency, etc.].

We understand the importance of attending school regularly and will ensure that [Child's Name] catches up on any missed assignments and lessons. If there are any specific materials or tasks that need to be addressed in [his/her/their] absence, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Relationship to Child]