

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

[School's Name]
[School's Address]
[City, State, Zip Code]

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

I am writing to formally request an absence for my child, [Child's Name], who is in [Grade/Class/Teacher's Name], due to [reason for absence, e.g., illness, family commitment, etc.].

The absence will be from [start date] to [end date], during which time we will ensure that [he/she/they] keeps up with [his/her/their] assignments and responsibilities.

Thank you for your understanding and support. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]