

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school on [Date(s) of Absence] due to [Reason for Absence, e.g., illness, family emergency, etc.].

We understand the importance of regular attendance and appreciate your support in helping [Child's Name] catch up on any missed assignments or lessons. Please let us know if there are specific materials we should focus on during this time.

Thank you for your understanding. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]