

[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 am writing to inform you that my child, [Child's Name], a student in your [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 attending class and will ensure that [Child's Name] makes up for any missed assignments and catches up on lessons. Please let us know if there are specific materials or assignments that need to be completed.

Thank you for your understanding.

Sincerely,
[Your Name]